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Canadian Expeditionary Force Units

INSTRUCTIONS

GOVERNING

Organization and Administration

(Published by Authority of the Honourable The Minister of Militia and Defence)

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INSTRUCTIONS

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AUTHORITY TO RAISE UNITS OF C.E.F.

The authority to raise a unit of the Canadian Expeditionary Force, the officer appointed to command it, provisionally, the area in which the unit is to be recruited, and the unit's designation, is sent by Militia Headquarters, to the Officer commanding the Division or District, who then advises the Commanding Officer accordingly.

REGULATIONS AND INSTRUCTIONS AFFECTING C.E.F. UNITS

The essential regulations and instructions which every commanding officer should have before commencing the organization of his unit are as follows, and are included in the appendices, as enumerated,

1. Copy of War Establishment. (See Appendix I.)

2. Terms of Service (all ranks). (See Appendix II.)

3. Physical Qualifications, Medical Inspection, and Medical Instructions, etc. (See Appendix III.)

4. Special Enlistment Regulations. (See Appendix IV.)

5. Financial Instructions, C.E.F., and Instructions regarding Allowances for troops serving in Canada, and Overseas, etc. (See Appendix V.)

6. Scale of Clothing and Necessaries, Mounted and Dismounted Men. (See Appendix VI.)

7. Instructions regarding Regimental Documents and Records, C.E.F. (See Appendix VII.)

8. Regulations regarding Canteens and Institutes. (See Appendix VIII.)

9. Returns and States. (See Appendix IX.)

10. All miscellaneous Regulations and Instructions issued from time to time by Militia Headquarters, Ottawa, still in effect. (See Appendix X.)

11. List of Training Manuals, Administration Books, Forms and "Scale of Stationery" issued free by the Department. (See Appendix XI.)

FIRST STEPS TO BE TAKEN BY C.O.

The first step a Commanding Officer should take is to select a suitable place for the unit Headquarters and Orderly Room, obtain a good clerk with a knowledge of shorthand and typewriting, to act as Orderly Room Clerk, set up his office and establish a good filing and registration system, and look around for suitable officers for Adjutant and Assistant Adjutant.

Then to set the Recruiting machinery in motion, it is necessary that the C.O. select the following:

1. Officers and N.C.Os, for Recruiting purposes.

2. Medical Officer, for examination of recruits.

3. Paymaster, to be chosen from list supplied by Divisional Paymasters.

4. Quartermaster, for dealing with clothing and equipment of recruits.

*PROCEDURE OF C.O. IN CONNECTION WITH APPOINTMENT OF OFFICERS, STAFF AND COMPANY.

The C.O. should submit to the A.A.G. Division or District the names of officers he desires appointed, quoting the appointment, the name of Active Militia Unit to which each officer belongs, and the date from which appointment is desired to take effect.

For example:—

STAFF

To be Senior Major, Major A. S. Brown, 12th Regt. from 1/1/16.

To be Junior Major, Major K. Jones, 14th Regt. from 4/1/16.

To be Adjutant (To be detailed later).

To be Quartermaster (with rank Hon. Capt. in C.E.F.) Hon. Capt. J. Smith, 21st Regt. from 2/1/16.

COMPANY OFFICERS.

To be Majors,

Major F. Armstrong, 51st Regt. from 5/1/16.

Major A. Tomkins, 48th Regt. from 5/1/16.

To be Captains.

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To be Lieutenants.

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*See new Regulations relative to Infantry Schools of Instruction for members of C.E.F. and appointments to commissions in Overseas Units on page 16.

The names of officers and the above particulars (if officers are considered suitable by the O.C. Division or District for the appointments recommended) are then forwarded to Militia Headquarters, Ottawa, for approval. When approval is received notification of the various appointments is published in Camp or Divisional Orders with Headquarter authority quoted.

No officer can be recommended for an appointment in a C.E.F. Unit unless he has already been appointed to some Unit of the Active Militia.

Except in very special cases, all officers must be in possession of Certificates of Qualification for the rank they are to hold in the C.E.F. Unit before being recommended for appointment.

A Transport Officer for Battalion C.E.F. is not authorized.

Chaplains are not appointed to Battalions C.E.F. until such are ordered to proceed overseas.

Supernumerary Officers.

Four Supernumerary Lieutenants with pay (one per Company) are authorized by Militia Headquarters to mobilize with Battalions C.E.F. and proceed overseas.

Supernumerary Lieutenants are also authorized for other units, viz., 1 per Squadron, Mounted Rifles, 1 per Battery C.E.F.

DUTIES OF OFFICERS.

The following paragraphs are based mainly upon K.R. & O., 1910 (Canada), but amended to make applicable to C.E.F. Units.

DUTIES OF COMMANDING OFFICERS OF UNITS.

1. A Commanding Officer is responsible under his commission to THE KING for the maintenance of discipline, efficiency, and proper system in the unit under his command. He should possess a thorough practical knowledge of Military Law and of all rules and military regulations, and should exact from officers and men implicit obedience to regulations. He is not only to enforce by command, but to encourage by example, the energetic discharge of duty.

2. He will, by advice and by timely intervention, endeavour to promote a good understanding and to prevent disputes. He is to discountenance any disposition in his officers to gambling, drinking or extravagance. He is also to check any tendency among his officers to what are termed practical jokes, and whenever any serious case requiring his intervention arises, he is to record the manner in which it was disposed of, and submit the same at the next inspection of his command.

3. Commanding Officers are to give their special countenance and protection to those officers who may, from motives of economy, be unwilling to join in any proposed expense.

4. Commanding Officers are to pay particular attention to sanitation and the preservation of the health of the troops. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon C.O's and through them upon subordinate commanders. Medical Officers are charged with advising all Officers Commanding on these subjects, and the latter will incur grave responsibility if such advice is neglected without adequate reason.

5. Commanding Officers will supervise and control all duties performed by those under their command and will be held accountable for public equipment and Stores, of whatever description in their charge, and for the proper payment of officers and men by the Paymaster.

6. Commanding Officers are responsible for the correct receipt and issue of all supplies, and for daily issue being inspected and weighed in presence of an officer (the Quartermaster), to ensure men and horses receiving the quality and weight to which they are entitled.

7. Whenever armed parties are called out for the performance of any unusual duties, Commanding Officers are personally to ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform.

8. Commanding Officers are to cause every order and circular issued for general information and guidance either to be republished in regimental orders or otherwise circulated throughout their corps; and they are to afford all officers under their command every facility for becoming acquainted with current changes in the regulations and orders. Ignorance of published orders cannot be admitted as an excuse for their non-obedience. All orders specially relating to the men are to be read and explained to them immediately after such orders are received; and those of an important nature are to be read to them on three successive parades. Every circumstance which, in any way, affects a man's pay or service is to be published in regimental orders, Part II, M.F.D. 873, immediately after its occurrence, for the information of all concerned, and one copy must be supplied every day to the Paymaster.

9. Commanding Officers are responsible for the proper application of all regimental funds, and will supervise and control the committees formed for their management.

10. Officers in temporary command of units will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference to the permanent commanding officer. On the other hand, an officer while absent from, and not in the exercise of, his command, cannot issue regimental or other orders relating to such command.

11. A Commanding Officer is responsible that his officers are thoroughly instructed in all professional duties and prepared for promotion.

12. Commanding Officers will often direct field officers and captains to take command on parade, and to exercise the unit. They will encourage subaltern officers to qualify for the duties of adjutant, both in the field and in the orderly room, and will afford them every facility for so doing.

13. It is the duty of a commanding officer to bring especially to the notice of the inspecting officer any officers who may be distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in a knowledge of their duties, or do not afford him that support which he has a right to expect, or who conduct themselves in a manner injurious to the efficiency or credit of the corps.

14. Commanding Officers must see that the Documents and Records, C.E.F., are properly made out and corrected from time to time, and that they are forwarded to the Divisional or District Office as called for. The same applies to States and Returns.

15. Nothing more essentially tends to the maintenance of regularity and good order than a definite system of chain of responsibility which should extend from the highest to the lowest grade.

16. The following is a copy of Militia Order 161 of 1915, dealing specially with the responsibility of Officers Commanding Units of the Canadian Expeditionary Force.

(a) "In order to avoid any misapprehension, it is notified for the information of all concerned that officers appointed to command regiments of Mounted Rifles, Brigades of Field Artillery and Battalions of Infantry of the Canadian Expeditionary Force will assume the command and administration of such units from the date of their appointment.

(b) They will be held responsible for the recruiting, organization, clothing, equipment and training of their units and, where the entire unit is not mobilized from the start, at Regimental, Battalion or Corps Headquarters, they will exercise supervision over all detached squadrons, batteries and companies.

(c) They will also take all necessary steps to ensure that the discipline and training of their units, together with the proper arrangements for quarters and rations receive careful attention.

(d) Before any portion of their units are moved in from outlying stations to the place of mobilization, Commanding Officers will see that all financial matters in connection with the squadrons, batteries, companies or detachments are in proper shape and will ensure, as far as possible, that no outstanding liabilities are left unpaid and that all debts contracted by the troops are properly adjusted before leaving for the point of concentration."

DUTIES OF REGIMENTAL OFFICERS OTHER THAN COMMANDING OFFICERS

Field Officers and Captains.

1. Field Officers should make themselves thoroughly acquainted with the professional abilities and acquirements of all officers placed under their supervision, and officers commanding companies, squadrons, etc., should acquire similar knowledge with regard to their subalterns.

2. It is the duty of regimental field officers to assist and support their Commanding Officer to the utmost of their ability in all matters relating to the efficiency and interior economy of their corps; and, in the absence of the Commanding Officer, the senior regimental officer will act for him.

3. Kit inspection will be held at such times as a company, squadron, etc., commander may consider necessary.

Adjutants.

4. The adjutant is an officer appointed to act as the commanding officer's staff officer in the execution of the latter's duties in training and administering the regiment. He should be of superior intelligence and strength of character, energetic, capable of hard work and a good horseman.

His duties are;

(a) To draft, for the C.O.'s approval, and promulgate, regimental orders.

(b) To take charge of all books and documents in the orderly room, to be responsible that they are properly kept in accordance with these regulations, and that unauthorized persons have not access to them.

(c) To supervise every detail in connection with the daily regimental routine and administrative business.

(d) To exercise general supervision over the manner in which all non-commissioned officers perform their duties, and special supervision over the orderly room clerks, drummers, and buglers, who come under his immediate command.

(e) To inspect all guards, parties and detachments detailed from the regiment, before handing them over to the officer or N.C.O. in command, seeing that they are correctly turned out and giving in all cases the C.O.'s instructions as to the duty to be performed.

(f) To supervise the regimental duty rosters.

(g) To examine and check all Documents and Records, C.E.F., Returns and States, before submitting them for the information, or signature of the C.O.

(h) To see that all books of reference kept in the orderly room are corrected to date in accordance with changes notified in General, Militia and other Orders.

(i) To inspect the non-commissioned officers, band and drums (or buglers) at the C.O.'s daily parade.

5. The subaltern officers to whose supervision the platoons are respectively entrusted are responsible to the Company, etc., commander. Subaltern officers on joining are to provide themselves with a nominal roll of their platoons, etc., and are, as soon as possible, to make themselves acquainted with the disposition, character, age, and service of each of their men. Subaltern Officers. (Platoon Commanders).

6. These officers are responsible to the Commanding Officers for everything relating to the medical service of the unit, for the inspection of recruits, and for sanitation. Medical Officers.

7. The duties of Paymasters are laid down in "Financial Instructions, C.E.F." Paymasters.

8. The appointment of a Quartermaster is one of great importance to the comfort and health of the soldier. Commanding Officers should, therefore, be most careful in their selection. Quartermasters

9. The Quartermaster is responsible to his Commanding Officer for the cleanliness of the camp, quarters, or barracks. He attends to the billeting of the men, to the laying out of camp, and superintends the loading and conveyance of the baggage of his corps when on the march. It is also the duty of the Quartermaster under orders of the Commanding Officer to receive all rations, forage, and stores of every description belonging to the Corps, and to issue them according to regulations. He is responsible for the proper keeping of the Quartermaster's books.

RECRUITING

1. The recruiting of N.C.O's and men in the past was largely carried on by recruiting staffs of Active Militia Units, the recruits being drafted into the C.E.F. Units. Headquarters Instructions are now to the effect that the C.E.F. Unit recruits its own personnel of N.C.O's and men.

2. The Commanding Officer will, therefore, arrange the recruiting campaign in his territory, appoint officers to take charge of recruiting centres, and send out Recruiting Sergeants. He will arrange for the medical examination and attestation of men applying for enlistment at the various centres.

3. Care should be taken to see that all men, before being attested for the C.E.F. Unit, are members of some Active Militia Unit. Men who are not members should sign the Service Roll of the nearest Active Militia Unit.

4. The following suggestions for recruiting in Battalion Areas are based upon the system adopted within the 2nd Divisional Area with very good results.

Recruiting Organization.

5. An indispensable factor in successful recruiting is the enthusiastic co-operation of civilians with the military authorization. (a) Civilian.

6. The leading representative men of both parties and all churches should be convened at a suitable centre for the purposes of organizing recruiting meetings and soliciting financial aid. Such organization may be termed—County War Auxiliary. The governing body of this auxiliary should be a body of representatives chosen from each town and municipality of the County together with the presidents of the local branches in the polling sub-divisions from whom the officers should be chosen. These officers should be—Hon. President, President, four Vice-Presidents, whose functions should be

(a) Public meeting—To arrange meetings and speakers in every polling sub-division, systematically and continuously.

(b) Publicity—To secure posters, press notices, honour rolls, etc.

(c) Registration—To secure privately names of all eligible men in area for personal solicitation.

(d) Financial—To solicit from county councils a money grant, also subscriptions from citizens. Such funds to defray incidental recruiting expenses, also needed equipment. There should also be a Secretary and Treasurer.

7. Such public gatherings should not be designated recruiting meetings but patriotic meetings. Programs should be of a miscellaneous character, patriotic songs and choruses and other attractive features. At every such meeting the presence of some officers and men, preferably returned, should be secured who would make an appeal for recruits.

8. To arrange, in conjunction with the military authorities, for the social well-being of recruits in their area by securing provision in churches, public buildings or otherwise for recreation and general social functions.

(b) Military.

9. It is suggested that each County Battalion distribute its Company Officers, Captains, Lieutenants and Sergeants, over equitables areas, with the obligation to recruit their own quota, thus securing the best type of recruiting agents. This would bring the Officers, both Company and Platoon, into direct personal contact with the recruits, thus securing practical occupation for Officers before mobilization, during which time claims for training will not be so urgent. This practical interest will tend to cultivate a true esprit de corps, and also induces a healthy emulation among the Companies of the Battalion. Such Military representatives to attend all public meetings in aid of recruiting.

10. These recruiting officers to meet at Battalion Headquarters frequently for consultation and comparison of methods, at which time the Divisional Recruiting Officer could meet them with the C.O. to discuss and arrange necessary matters of interest.

11. To determine on such inducements to the soldiers as will secure the active sympathy of each man in recruiting. Such inducements might take the form of (1) promotion to non-com. rank, (2) money values in any commodity, which commodity local merchants are always ready to grant gratuitously, or (3) money for certain number of recruits secured and satisfactorily attested.

12. The Companies to forward weekly to their Battalion Headquarters the record of each day's duties, meetings attended and recruits personally seen and actually attested.

13. After every public meeting some Officers and men should be detailed to remain there a few days to follow up results. Frequently many who do not decide to enlist at such meetings go home to think, afterwards deciding. Where convenient facilities exist for consultation and attestation many recruits may be obtained who would not travel any distance for that purpose.

OATH TO BE TAKEN BY MEN ON ATTESTATION.

Who is authorized to administer such.

Previous to Order in Council P.C. 2368 dated 4th November, 1915, the oath to be taken by man on attestation could only be administered by a Justice of the Peace. By this Order in Council an officer appointed to command a Battalion or other similar unit of the C.E.F., provided he holds the rank not lower than that of Field Officer, can now administer the oath. A Justice of the Peace may still be employed for this purpose when the Commanding Officer is not available, and he may submit claim for his fee at the rate of ten cents for each man sworn in.

ACCOMMODATION OF RECRUITS AFTER ENLISTMENT.

Recruits are billetted until such time as the Unit is concentrated and given Government quarters and rations. (See Instructions regarding Allowances for troops serving in Canada, Appendix V.)

DISCIPLINE.

For purposes of discipline all ranks will be subject to the Army Act, to King's Regulations, and to such other ordinances as apply or may be made to apply to the British Regular Army.

The following remarks regarding discipline will, no doubt, be found helpful:—

Respectful obedience. Foundation.

Discipline means respectful obedience to orders which is the first principle and duty of all soldiers and is the only true basis on which discipline can rest.

Without discipline there can be no real bond of confidence between officers and men or even between the men themselves.

Obedience means obedience to the spirit of all orders, not only the letter. Promptness and punctuality are indicative of discipline as is steadiness on parade and saluting.

Life in a highly disciplined Corps is always more pleasant than in one where order and regularity are not strictly maintained.

Discipline must not have its origin in fear of punishment, but upon the knowledge or conviction that the orders emanate from a superior not only in rank but in knowledge.

Maintenance of discipline.

Without discipline all Military bodies become mobs and worse than useless, but discipline enforced by punishment alone is a poor sort which will not stand any severe strain. What must be aimed at is that high state of discipline which springs from a Military system administered with impartiality and judgment, so as to induce in all ranks a feeling of duty and the assurance that while no offence will be passed over, no offender will be unjustly dealt with.

In all cases the whole corps should see that the punishment awarded is not more than is necessary for the maintenance of discipline.

A C.O. cannot pay too much attention to the prevention of Crime—but the true criterion of well established discipline is the absence of crime, not its screened existence. Prevention or absence of Crime.

These should be such as to insure discipline and at the same time foster self-respect. Methods of Command and Treatment.

Indecision or the use of intemperate language or an offensive manner should be carefully avoided.

C.Os should prevent officers, N.C.Os, or men publishing information relative to the numbers, movements or operations or troops or Military details. Officers, etc., publishing information.

They should not permit any letters of complaint to be published or memorials or requisitions made without their consent.

Any officer or soldier is personally responsible for reports of this kind, which he may make without special permission, or for placing information beyond his control so that it finds its way into unauthorized hands.

Officers and soldiers are forbidden to give publicity to their individual opinions in any manner tending to prejudge any questions undergoing official investigation.

No assemblage of officers, N.C.Os or men should take place to deliberate on any military matter without the consent of the C.O. Assemblage of Officers.

Neither officers nor men as such should take part in any political, religious, or party demonstration. Political or Party demonstrations.

Officers should avoid reprimanding N.C.Os for irregularity of duty or awkwardness in the presence of the privates lest they weaken their authority and lesson their self respect, unless it be necessary as in the case of severe reprimand that the reproof be public for the benefit of example. Method of Reproof.

ORDERS

The Orders of a Unit will be divided into two parts as follows:—

Part I will deal with training, manoeuvres, parades and matters which do not affect a soldier's pay, service or documents; Part II (M.F. "D" 873) with matters which affect a soldier's pay, service or documents.

Part II of orders, prepared on M.F. "D" 873, will contain every circumstance which affects a soldier's service or pay, and will be published immediately after its occurrence.

Orders will be divided into paragraphs, each dealing with a separate subject, and numbered. The numbering will be consecutive throughout the year.

The procedure for promulgation of Orders is shown under paragraph 8, page 5, Duties of Commanding Officers: specimen form, showing how part II of orders is to be made out, is given on page 53b.

Units should keep copies of their orders by pasting them in guard books; Militia Book 30, each volume to contain orders for one year, and the book should be indexed.

INDENTS, ISSUE VOUCHERS, AND RECEIPT VOUCHERS.

A paper read by Lt.-Colonel A. De L. Panet C.O.C., S.O.O., 2nd Division, at a Conference of Officers of the 2nd Division held at Toronto on the 30th December, 1915, on the subject of Indents, Issue Vouchers, and Receipt Vouchers, will be found in Appendix XII.

ACCOUNTING FOR STORES.

1. Officers commanding units are accountable for all stores issued to them. Every battalion quartermaster should keep:

(a) A ledger showing the state of account between the unit and Ordnance Stores. (Militia Book 50.)

(b) A ledger showing accounts between the battalion quartermaster's stores and Company Commanders or other individuals.

2. Every Company Commander should keep a ledger showing issues to individual soldiers under his command. (*Militia Book 50F.*)

3. In all cases of transfer of stores, vouchers should be made out in triplicate and signed by the Officers concerned. One signed copy should be forwarded to the Senior Ordnance Officers.

4. No discharged soldier should be permitted to go away in uniform. The sum of $10 is held back from a soldier's pay to cover cost of civilian clothing on discharge. When, however, he has been in the service for six months, this $10 is returned to him, and if thereafter he is discharged, civilian clothing should be purchased and the account rendered in duplicate to Divisional Headquarters for payment. The expenditure authorized is $8 to cover cost of suit of clothes and cap and (between 1st November and 30th April) $5 additional for an overcoat. (H.Q. 54-21-153 dated 6th March, 1915).

5. When clothing or stores of any kind have become unserviceable, the circumstance should be reported to Divisional Headquarters when instructions would be issued as to assembling a Board of Officers to deal with the matter. Wherever practicable an Ordnance Officer will be detailed to sit on the Board.

COURTS OF INQUIRY AND BOARDS OF OFFICERS.

Courts of Inquiry may be convened by Officers commanding units to collect and record information, to give an opinion as to the origin or cause of certain circumstances, or to make recommendations in connection therewith. The order convening the Court should contain instructions as to what is required. In certain circumstances, e.g., illegal absence and damage to, or loss of, small arms, the holding of Courts of Inquiry is imperative.

Boards of Officers may be assembled to give an opinion upon matters confided to them; e.g., the condition of stores and, if required, to make a recommendation concerning the matter in question.

See specimen Proceedings of a Board of Officers on page 81a.

REGIMENTAL SERIES NUMBERS.

1. A block of Regimental Series Numbers will be allotted to each Unit of the C.E.F. shortly after authorization. Each N.C.O. and man is given one of these numbers.

2. When a man has been given a regimental number, that number belongs to him for the full period of his service. A man on transfer from one unit to another does not change his regimental number.

3. A regimental series number once allotted must not again be used even should the man so numbered be discharged. In such cases the number remains dead.

DISCHARGES.

Discharges of N.C.O's and men from the C.E.F. Units can only be authorized by the A.A.G. of the Division or District, to whom all applications will be forwarded and recommended by the O.C. Unit.

Applications for Discharges must contain the following information:—
Regimental Number,
Rank,
Name,
Unit,
Place of Enlistment,
Date of Enlistment,
Place of Discharge,
Date of Discharge,
Reason for Discharge,
Name and Address of Next of Kin.

Applications of O.C's to discharge N.C.O's and men as not likely to become efficient soldiers, must contain full particulars regarding each individual case.

Discharge by Purchase is not a right but a privilege to be granted only in very exceptional cases, and subject to application being made within three months after enlistment and by deposit of $50.00 by the applicant to the Unit Paymaster.

A man on discharge must be furnished by his Commanding Officer with a Discharge Certificate, Militia Form, W.39.

Special Action to be taken to Discharge Men Medically Unfit

Once a man has been attested, he must not be discharged as Medically Unfit except on the recommendation of a Medical Board, and not until the recommendation of the Board has been approved and the discharge has been noted in Camp Orders, or the Commanding Officer is otherwise advised, should such be carried out.

All cases for discharge by a Medical Board should be submitted on M.F.—B227, a supply of which can be obtained on requisition from the Stationery Department at Divisional Headquarters.

Special care should be taken to see that all questions on this form are clearly and fully answered. In all cases, the man's full name must be inserted instead of using his initials. His rank and the overseas unit to which he belongs should invariably be shown.

The following information should be inserted at the top of the front page:—

1. The man's address.
2. His next of kin.
3. The address of next of kin.

These instructions are to be carefully adhered to, to avoid delay in having discharges carried out.

TRANSFERS, OFFICERS, N.C.Os. AND MEN.

1. The procedure to effect a transfer of an officer, N.C.O., or man from one unit of the C.E.F. to another is, for the approval of the two Commanding Officers to be obtained to the application for transfer, then such is to be sent to the

Divisional or District Office with the date from which transfer is desired to take effect. The transfer will then appear in Camp or Divisional Orders, if authorized, if not approved both O.C.s will be notified accordingly.

2. Application for the transfer of officers, N.C.Os, or men from one unit to another must show,

1. Regimental Number.
2. Christian Name in full.
3. Whether Officers' Declaration or man's Attestation Paper has already been forwarded to Divisional or District Office.

3. When an officer, N.C.O. or man is transferred from one unit to another all Regimental Documents should accompany him, and the O.C. Unit, to which the officer, N.C.O. or man is transferred, should see that all necessary documents, properly completed, are handed over.

4. All transfers of Officers, N.C.Os. and men at their own request must be without expense to the public.

5. In future, no transfers of N.C.O's and men from one unit to another will be authorized, except where it is considered that there are circumstances to justify the granting of such transfers, as in the case of brothers, as laid down in paragraph 315 of K.R. & O. (C.M.), 1910.

(H.Q. 593-3-29, dated 4-2-16).

INSTRUCTIONS REGARDING REGIMENTAL DOCUMENTS AND RECORDS, C.E.F.

Careful attention should be paid to the instructions regarding Regimental Documents and Records, C.E.F., as contained in Appendix VII in order that the documents enumerated therein may be correctly made out, and rendered to the Divisional or District Office from time to time as specified.

A complete specimen of every form (excepting Pay Forms) mentioned in these Instructions is contained in Appendix VIII.

Officer Responsible in Unit for Regimental Documents and Records.

The Officer Commanding the Unit should detail an officer (preferably the Assistant Adjutant or one of the Supernumerary Officers) to supervise the preparation of the Regimental Documents and Records, and make this officer responsible to him (the O.C.) and the Adjutant, for their correctness and prompt rendering to the Divisional or District Office.

INSTRUCTIONS REGARDING REGIMENTAL CONDUCT SHEETS.

(Paragraphs 1505-6-7 K.R. & O., Canada, 1910).

1505. A regimental conduct sheet (M.F.—B263) will be made out for every N.C.O. and man. The regimental conduct sheets of N.C.O's. of the rank of company sergeant-major and upwards will be kept as confidential documents; those of other N.C.O's. and men will be kept with their other documents. Imp. 1916.

The following entries will be made in the regimental conduct sheets in accordance with the subjoined instructions: Entry of Courtsmartial Imp. 1916.

(i) Every conviction by court-martial whether the sentence is wholly remitted or not; but no entry will be made of any charge upon which a finding of "not guilty" has been recorded.

The "statement" of the charge as set forth in Appendix I, Rules of Procedure, is to be entered. In cases where the "statement" does not disclose the full nature of an offence, such as charges under Sections 11 and 40 of the Army Act, the purport of the "particulars" will be added, thus:— Entry of Charges.

"Neglecting to obey garrison orders—bathing in the river at a prohibited hour"; or

"Conduct to the prejudice of good order and military discipline—alcoholism."

When the charge is under Section 19, and the particulars show that the offence was committed when on duty or after having been warned for duty, the entry in the conduct sheet should be:—

"Drunkenness—on duty."

or

"Drunkenness—having been warned for duty."

The original sentence, together with any alteration, revision or variation by the confirming officer, is recorded in the column "Punishment awarded." Any remission, mitigation or commutation subsequent to confirmation, with the date of the order and the name of the officer making it, will be recorded in the column for remarks. Entry of Sentence.

The date of the original sentence is to be recorded in the column "Date of award," with the word "confirmed" and the date of confirmation immediately below it.

A finding of "Guilty" need not be entered, but where the accused is found guilty of a cognate charge or the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded." Entry of Finding.

When a record of a court-martial is ordered to be removed the entry of the conviction is to be erased, and the authority quoted. Erasure of Entry.

Entries where Trial dispensed with.

(ii) Every case of desertion or fraudulent enlistment in which trial has been dispensed with.

The authority to be quoted and the date of the order to be entered.

Conviction by Civil Power.

(iii) Every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.

(iiia) Every case in which a soldier has been bound over by a court of ordinary criminal jurisdiction or by a court of summary jurisdiction to appear for conviction or judgment.

When the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the C.O. may, if he thinks that a regimental entry of a conviction should not be made, represent the case to the O.C. Command or Independent District for decision.

When a regimental entry has been made, a certified copy of the order of the court will be annexed to the soldier's regimental conduct sheet.

For offences prior to enlistment.

Convictions by the civil power, whether before or after enlistment, for offences committed prior to enlistment, are not to be entered or given in evidence against a soldier on a trial by court-martial. Conviction of offences committed in civil life, while in a state of desertion, are to be entered and given in evidence before courts-martial as previous convictions.

For offences while in state of desertion.

Certified copies of all convictions by the civil power will be annexed to the soldier's regimental conduct sheet. When the imprisonment awarded for any such conviction exceeds seven days, the certified record will be produced in evidence in the same manner as a former conviction by court-martial.

(iv) Every severe reprimand of a N.C.O.

(v) Every case of reduction of a N.C.O. to a lower grade, or to the ranks, or deprivation of lance stripe, for an offence, but not for inefficiency.

(vi) Every award of detention by the C.O.

(vii) Confinement to barracks exceeding seven days.

(viii) Every instance of drunkenness.

Entries on board ship.

(ix) Punishments on board ship. Every award of punishment by the C.O. of one of His Majesty's ships, in pursuance of the Imperial Order-in-Council of 6th February, 1882.

Stoppage of smoking on board ship for any period exceeding seven days.

Every award of punishment on board his Majesty's ships which is equivalent to any of the above punishments, or to a regimental entry.

(x) Every offence entailing forfeiture of pay under the Pay and Allowance Regulations, except:—

(a) Where the offence is absence without leave not exceeding two days.

(b) When the forfeiture is in consequence of a civil conviction for which a fine has been awarded and the O.C. Command or Independent District has ordered, under subhead (iii) that a regimental entry shall not be made; or

(c) When the offence was committed before enlistment. (xi) Any punishment awarded by (a) Visitors to soldiers under sentence in a military prison or detention barracks or in a naval prison; (b) the visitor in a branch detention barrack when so ordered by the officer awarding the punishment; (c) the visiting committee in a civil prison. (xii) Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink unless the soldier has been tried on a charge based upon the same facts and acquitted. (xiii) Any especial act of gallantry or distinguished conduct by the soldier which has been brought to notice in brigade or superior orders, or in despatches. These entries are to be made in red ink.

Rules as to Entries. Imp. 1917.

1506. (i) Each entry will be initialled by the C.O. or adjutant in the column for remarks. The signature in full will be appended to court-martial entries.

(ii) Vague entries, such as "improper conduct," are to be avoided.

(iii) The following abbreviations, etc., are to be used:—

Confinement to barracks—C.B.
Imprisonment with hard labour—Impt. H.L.
Detention—Detn.
Fine—Fined.
Penal servitude—P.S.
Deprived of lance stripe—Dep'd Lce. Stripe.
Forfeiture of pay, proficiency pay, or service pay is to be noted under the head of "Remarks" as:—
Forfeits.....day's pay, etc.

(iv) A specimen regimental conduct sheet will be kept in the office of every officer entitled to award a regimental entry.

1507. If a conduct sheet is lost, the C.O. will assemble a court of inquiry to investigate the circumstances and obtain evidence as to the entries contained in the lost sheet. The C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink, "Substituted for original, lost," with date and C.O's signature, being made in front of "number of sheet." *Loss of conduct sheet. Imp. 1918.*

(See Specimen Company Conduct Sheet in Appendix VII.)

INSTRUCTIONS REGARDING COMPANY CONDUCT SHEETS

(Paragraphs 1510-11 K.R. & O., Canada, 1910.)

1510. A company, etc., conduct sheet (M.F. B.263) for each N.C.O. under the rank of company sergeant-major, and each man, will be kept in a guard book and will be retained in the custody of the company, etc., commander, under lock and key. The guard book will also contain a specimen conduct sheet for guidance in making entries together with an alphabetical list of soldiers on the strength of, or attached to, the company, etc. Should a sheet be temporarily withdrawn, the date and reason for such withdrawal will invariably be noted in pencil against the soldier's name on the list. *Company Conduct Book Imp. 1921.*

An entry will be made in the company, etc., conduct sheet of every award of punishment against the soldier, by whomsoever made, except that offences exempt from insertion under para. 1505 (iii) and (iiia) or under rule (iv) below, will not be entered.

The following rules for keeping company conduct sheets will be observed:—(i) The heading of each sheet will be filled in. (ii) The same rules will be observed as are laid down for regimental conduct sheets in paras. 1505 and 1506 (iii). The officer who makes an entry will initial it in the last column. (iv) The company, etc., commander will record therein every offence committed by N.C.O.s and men, for which punishment has been awarded, except offences (other than drunkenness, or those involving forfeiture of pay under the Pay and Allowance Regulations) for which confinement to barracks for one day, or its equivalent punishment on board ship, or one extra guard or picket has been awarded. Admonition will not be entered except in cases of drunkenness and in those involving forfeiture of pay under the Pay and Allowance Regulations. (v) Every act of drunkenness committed by a soldier is to be entered in black ink, and numbered consecutively, in red ink, in the column set apart for that purpose. (vi) Every case of admission to hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted. (vii) All entries in the company conduct sheets will be compared frequently by the C.O., or an officer deputed by him, with the awards recorded in the guard reports and minor punishment reports.

In the case of a sheet being lost, the procedure laid down in para. 1507 will be followed.

1511. On promotion to company sergeant-major, etc., or any higher rank, any entries in the company conduct sheet such as those mentioned in the latter part of this para. will, for purposes of assessment of character, application for good conduct medal, etc., be transferred to the regimental conduct sheet in red ink, with a note that these entries do not count as regimental entries. The company conduct sheet will be destroyed. *Imp. 1922.*

The company conduct sheet of a soldier will be destroyed on his discharge. A record of such entries as are referred to in the two last sentences of this para. will, however, be made on a fresh conduct sheet, and placed with the discharge documents, and those entries and entries in the regimental conduct sheet will alone be taken into account in assessing a soldier's character.

It will also, if containing any entries, be destroyed, and a blank one substituted:—

(i) †On completion of six months from the date of his attestation.

(ii) †After every continuous period of two years, during which he shall not have incurred an entry in his company, etc., sheet.

(iii) †On attaining the rank of sergeant.

When a new sheet is taken into use an entry, signed by the company, etc., commander, will be made at the top of the sheet "Sheet destroyed (date); last entry (date)*; number of cases of drunkenness (date of last instance)."

Before destroying company, etc., conduct sheets the headings of the new sheet will be compared. The entries in the regimental sheets will be checked and completed.

Entries in the company, etc., conduct sheets of deprivation of lance stripe or severe reprimands of N.C.Os, of admission to hospital for alcoholism, and of cases of drunkenness, which under previous regulations have not been reckoned as regimental entries, are not to be transferred to the regimental conduct sheets. They are to be copied into successive new company, etc., conduct sheets and will be taken into account in the assessment of the soldier's character as contemplated in para. 336 and as above.

Note †—(i) (ii) and (iii) will not apply to a case occurring before the 1st of February, 1907, unless there are no entries in the sheet subsequent to the date of the completion of six months' service, being two years clear of an entry, or promotion to sergeant, respectively.

* The date to be entered will be the date of award, or, in the case of imprisonment or detention, the date of return of duty.

(See Specimen Company Conduct Sheet in Appendix VII.)

RETURNS AND STATES.

For a complete list of Returns and States which C.E.F. Units are required to furnish the Divisional or District Office together with specimen return forms (See Appendix IX.)

Great care should be taken to see that the information called for in these Returns and States is rendered in a full and accurate manner and that they are sent forward to the Divisional or District Office on the dates specified. The majority of these Returns have to be compiled in the Divisional or District Office into a complete Return for all the C.E.F. Units in the Divisional or District Area, and forwarded to Militia Headquarters, Ottawa. Delay by one or two C.Os to render their Returns promptly either holds up the Divisional or District Return, or makes it necessary for this to go forward in an incomplete state to Militia Headquarters.

The Returns detailed in Appendix IX. are liable to be amended, cancelled, or new ones called for at any time, therefore, this Appendix should be checked over and the changes and additions marked therein as they are communicated to O.Cs., to keep it up to date.

COURTS OF INQUIRY TO DETERMINE ILLEGAL ABSENCE.

The Court of Inquiry, M.F. B303 and Declaration Form B259, to determine illegal absence of a soldier, under Section 72 of the Army Act (See K.R. & O. Canada, 1910, para. 564) should be rendered in duplicate to the Divisional or District Office in the manner as shown on specimen form and instructions (See Appendix XIII).

COURTS OF INQUIRY IN CASES OF DAMAGE TO, OR LOSS OF, SMALL ARMS.

In all cases of loss or deficiencies of small arms and in cases of damage to the same, caused by firing or otherwise, Courts of Inquiry will be held. In cases of accident, arms will be forwarded to the Senior Ordnance Officer exactly as found after the occurrence. See Equipment Regulations, Part 1, 1908, paras. 241 and 242 as substituted by General Order 198 of 1912.

LEAVE OF ABSENCE OF OFFICERS.

Applications for leave of absence of officers should be submitted by the O.C. to the A.A.G. Division or District at least two or three days before the commencement of the leave applied for, and when the leave is to travel abroad the application should be rendered at least a week ahead, as leave to travel abroad can only be granted by Headquarters, Ottawa.

PASSES AND FURLOUGH TO N.C.Os AND MEN.

Passes to N.C.Os and men up to and including six days can be granted by O.Cs Units, for longer periods application for furloughs should be rendered on M.F.B.322 to the Divisional or District Office, for approval, and return.

SPECIAL ARRANGEMENT FOR ISSUE OF RAIL TRANSPORTATION BY O.C. UNITS AWAY FROM DIVISIONAL HEADQUARTERS

Rail Transport.

The O.C. of a Battalion will get in touch with the A.D. of S. & T. of the Division for all transport required. If a Battalion is quartered away from the Headquarters of the Division, and transport is urgently required, or time will not permit the sending of a Transport Warrant to the Officer Commanding Battalion, arrangements will be made by the A.D. of S. & T. whereby the O.C. Battalion will give the Railway Agent a receipt for all tickets required, stating thereon the number of officers or men using the tickets and on what duty. These receipts will be sent by the Railway Company to the A.D. of S. & T. of the Division, and Transport Warrants issued to cover.

Officers and N.C.Os with rank of Sergeant and above are entitled to 1st class accommodation, all others to 2nd Class.

When Transport Warrants are issued by *A.D. of S. & T. of Division*, the number of the warrant must be kept for reference by the O.C. and inserted on travelling claim, if any.

Absentees without leave, C.E.F. Copy of Order in Council, re.

ABSENTEES WITHOUT LEAVE, C.E.F.

Thursday the sixth January, 1916.

PRESENT:

HIS ROYAL HIGHNESS, THE GOVERNOR-GENERAL IN COUNCIL.

WHEREAS much difficulty in the administration of the Canadian Overseas Expeditionary Force in Canada and numerous failures of justice have arisen through the fact, that in very many cases, absentees from that Force do not give themselves up or are not apprehended until after their respective Units have embarked for Overseas Service;

And Whereas then, the witnesses to the attestation, absence, etc. having also gone, it is difficult, if not impossible, to produce evidence sufficient to secure the offender's conviction by Court Martial;

Therefore His Royal Highness the Governor-General in Council, under and in virtue of the authority of Section 6 of the War Measures Act, and with the view of providing a more easy and ready means of bringing offenders to punishment, is pleased to make and doth hereby make the following orders and regulations, namely:—

1. Every man of the Active Militia of Canada, who, without the leave of his Commanding Officer, absents himself from his Corps while it is on active service, and every soldier of the Canadian Overseas Expeditionary Force who absents himself from his unit, without the leave of his Commanding Officer, is guilty of an offence under the Criminal Code, and on summary conviction under the provisions of Part 15 of that Code is liable to imprisonment, with or without hard labour, for a term not exceeding two years.

2. Production of an attestation paper purporting to be signed by the accused and attested by a Justice of the Peace or by an Officer appointed to command a Battalion or other similar unit of the Canadian Overseas Expeditionary Force, and purporting to be an engagement by the accused to serve in the corps or the unit from which he is charged with being absent, shall be sufficient proof that the accused was duly enlisted into such Corps or Unit; and evidence that the accused was in Canada at the time of his surrender or apprehension and a written statement purporting to be signed by the Adjutant-General of Militia or by an Assistant Adjutant-General that the unit to which the accused was posted or belonged has departed from Canada for Overseas Service shall be prima facie proof that the accused is an absentee without leave from such Corps or Unit, and shall be sufficient to cast upon the accused the onus of proving that his absence from the Corps or Unit was not illegal.

3. Nothing herein shall in any way limit or affect the power of the Military Authorities to proceed against and punish an absentee without leave according to the rules of military law; but an accused person shall not be liable to be tried both by a Military Tribunal and by a Civil Court, but may be tried by either of them as may be prescribed.

4. The Military Pay and Allowances of every one who has been convicted of absence without leave from his Corps or from the Unit to which he belongs shall be held liable to be stopped to make good any loss or damage or destruction done or permitted by him to any arms, ammunition, equipment, clothing, instruments, or regimental necessaries the value of which the Minister of Militia and Defence has directed him to pay.

COURTS MARTIAL.

A paper prepared by Captain E. Trump, D.A.A. & Q.M.G. (2), 2nd Div., and read at a recent conference of officers in the 2nd Divisional Area, dealing with the preparation of Application documents for the trial by Court Martial of an accused person, also the Procedure on Trial is contained in Appendix XIV.

CORRESPONDENCE, CHANNEL OF COMMUNICATION, ETC.

1. All correspondence from C.E.F. Units to Divisional or District Office should be addressed to the A.A.G. i/c Administration and be forwarded through the O.Cs Units. Junior Officers, N.C.Os and men must not communicate direct with Divisional or District Offices.

2. In writing letters on military subjects, the main objects to strive at are, Terseness, Simplicity, Accuracy, Clearness, and Short Sentences.

3. Each subject should be treated in a separate letter and is to be briefly indicated in the upper left-hand corner of the letter, thus—Discipline—Equipment—Transport—etc.

4. The rank and unit or appointment of officers are to be added after their signatures. Signatures are to be in manuscript and not stamped. When a communication has reference to previous correspondence from the Divisional or District Office, the number of correspondence and date should be quoted.

SCALE OF FINES FOR DRUNKENNESS.

Extract from the King's Regulations and Orders for the Canadian Militia, 1904, para. 1058, as amended by G.O. 202, 1908.

1. (1) Having reference to Section 19 of the Army Act the fine thereby authorized shall be any sum not exceeding ten dollars, instead of "not exceeding one pound" as therein mentioned.

(2) When exercising the powers laid down in section 46 of the Army Act, a commanding officer may, in the case of an offence of drunkenness, order the offender to pay a fine not exceeding six dollars either in addition to or without any other punishment, and the amount of the fine in each case shall be according to the following scale:—

(I) For the first offence of drunkenness during a militiaman's service there shall be no fine.

(II) (a) For the second offence the fine shall be $2.00.

(b) For the third and every subsequent offence the fine shall be $3.00; but if the third or any subsequent offence occur within six months of the last preceding offence the fine shall be $5.00, and if within three months $6.00.

Time during which a soldier is absent from duty by reason of imprisonment, or absence without leave, is not to be reckoned in the above periods.

(III) A soldier should not be fined for drunkenness when the unpaid fines amount to $10.00.

2. The Scales of Fines, Mil. Form B. 297, is to be placed in every barrack-room.

(NOTE.—Every instance of drunkenness is a regimental entry.)

MEMORANDUM RELATIVE TO INFANTRY SCHOOLS OF INSTRUCTION FOR MEMBERS OF CANADIAN OVERSEAS EXPEDITIONARY FORCE.

1. With a view to providing qualified officers and non-commissioned officers for the Canadian Overseas Expeditionary Force, an Infantry School of Instruction will be established in each Military District, either at Headquarters or at some other suitable point.

2. Members of the Canadian Overseas Expeditionary Force, of whatever rank or service, will be permitted to attend; provided they are recommended by their Commanding Officers, or other proper persons, and that there is room for them.

3. The Staff of each School will consist of a Commandant, and of as many Instructors (officers and non-commissioned officers) as circumstances justify.

4. Candidates (hereinafter described as probationers) will join fortnightly (or weekly, if possible), and will undergo a progressive course of instruction.

5. The duration of the probationer's course will depend on the progress he makes, and on the rank for which he seeks to qualify.

6. Boards will assemble for the periodical examination of probationers; and, subject to the exigencies of the service, the President and Members will be officers of field rank.

7. A probationer will not be allowed to present himself for examination unless recommended by the Commandant of the School which he attends; but he may request a special examination if for any reason he deems himself overlooked.

8. For cause, a probationer is liable at any time to be removed.

9. Probationers, whatever their rank or service, will draw the pay and allowances of a private soldier in the Canadian Expeditionary Force. If his family is in receipt of or entitled to receive Separation Allowance, this will also be drawn at existing rates.

10. They will wear a special uniform which will be furnished to them free of cost, except in cases specified in the succeeding paragraphs.

11. Schools at present constituted will be continued until the expiration of the period for which Militia Officers (provisional or for higher certificates) have been authorized to attend.

12. Officers of Militia Units (not of the C.E.F.) already holding lieutenant's certificates may be permitted, without expense to the public, to attend a school for qualification for higher rank should it be considered advisable by the O.C. Military District, but such officers must previously have stated their willingness to go overseas. These may be permitted to wear their uniform but with no badges of rank.

13. A provisional lieutenant who has already attended a school of instruction and failed to qualify, will be required to attend for further instruction before being re-examined.

14. Officers of overseas units may be permitted to attend for senior courses of instruction, and will be given leave of absence from their units for this purpose. They will, while in attendance, wear their own uniform but without rank badges, and will draw pay and allowances as laid down in paragraph 9.

15. In future all appointments to commission in overseas units will be made (1) from already qualified officers, (2) from officers qualifying under para. (11), or (3) from individuals who qualify for such at the schools with which this memorandum deals.

16. To be eligible for admission to a school, candidates must belong to overseas units. (See paras. 2, 4, 5, 6, 9, 10 above.)

17. In making recommendations for the admission of probationers to schools it will be stated in each case whether the probationer is a candidate

(1) For commissioned rank,
(2) For non-commissioned rank.

This will not prevent specially promising officers or N.C.Os being permitted to continue their course with a view to higher qualification.

18. A probationer will rejoin his overseas unit in the rank which he held when admitted to a school.

ORGANIZATION AND ADMINISTRATION C.E.F. UNITS.

APPENDIX I.

WAR ESTABLISHMENTS.

1. Artillery, Brigade, Field, C.E.F.

   A Battalion of Infantry, C.E.F.

(Special Establishments of Departmental Units will be notified O.C's direct from Divisional or District Office.)

A FIELD ARTILLERY BRIGADE

(Four Batteries, each of four 18-pr. Q.F. guns)

WAR ESTABLISHMENT

(i) Personnel

Note 1.—For the pioneer battalion, and for each additional infantry battalion allotted to this division, the brigade ammunition column supplying the infantry brigade to which the battalion is attached, will have for the transport of the extra S.A.A. required, 3 G.S. wagons, 9 drivers, and 18 draught horses in addition.

DETAIL	Personnel						Horses			
	Officers	W. Officers	Staff Sergts and Sergeants	Artificers	Rank and File	TOTAL	Riding	Draught	Heavy Draught	TOTAL
Headquarters (excluding attached)	3	1	..	1	30	35	23	7	..	30
" (attached)	1	..	5	1	6	13	7	..	..	7
4 Batteries	16	4	24	32	476	552	188	332	..	500
Ammunition Column	4	1	5	8	134	152	20	172	..	192
Total Brigade (excluding attached)	23	6	29	41	640	739	211	511	..	722
Total Brigade (a) (including attached)	24	6	34	42	646	752	(b) 218	511	..	729
Headquarters	Composition in Detail									
Lieutenant-Colonel	1	..	..	..	..	1	2	..	..	2
Adjutant	1	..	..	..	..	1	2	..	..	2
Orderly Officer	1	..	..	..	..	1	2	..	..	2
Sergeant-Major	..	1	..	..	..	1	1	..	..	1
Fitters (Staff-Sergeants)	..	..	..	1	..	1	..	..	..	..
Corporals	..	..	..	..	2					
Bombardiers	..	..	..	..	2					
Gunners	..	..	..	..	6	(c) 19	15	4	..	19
Drivers	..	..	..	..	9					
Driver for vehicle	..	..	..	..	1	1	..	1	..	1
Clerk	..	..	(d) 1	..	1	1	..	..	..	..
Orderlies for medical officer (e)	..	..	..	..	2	2	1	2	..	3
Batmen (f)	..	..	..	..	7	7	..	..	..	..
Total	3	1	..	1	30	35	23	7	..	30

REMARKS

(a) 1 N.C.O. and 8 men are trained in sanitary duties.

(b) Includes 16 spare.

(c) Comprising telephone detachment-1 (mounted) N.C.O., 2 gunners, 2 drivers for telephone wagon; also 7 signallers, 3 orderlies and four horse-holders. The N.C.O. and 2 gunners of telephone detachment, 7 signallers and 2 orderlies are trained signallers and telephonists (including use of buzzer).

(d) Attached to A.G.'s office at base.

(e) 2 men (one an acting bombardier) trained to the duties are placed under the orders of the medical officer. The gunner drives the cart for medical equipment.

(f) All batmen are fully armed and trained men and are available for duty in the ranks.

A FIELD ARTILLERY BRIGADE—Continued

Composition in Detail

DETAIL	Personnel						Horses				REMARKS
	Officers	W. Officers	Staff Sergts and Sergeants	Artificers	Rank and File	TOTAL	Riding	Draught	Heavy Draught	TOTAL	
Headquarters—Con.											(g) Includes a corporal.
Attached—											(h) 1 for each battery and 1 for ammunition column.
*R.A.M.C. (includes personnel for water duties)	1	..	..	..	(g) 5	6	1	..	..	1	(j) Provided by French authorities after disembarkation.
Veterinary Officer	1	..	..	..	2	3	2	..	..	2	*Detail for water duties provided in England.
Sergeants A.V.C. (h)	..	..	5	..	..	5	5	..	..	5	
Armament artificer	..	..	..	1	..	1	..	..	..	..	
Interpreter	..	..	..	..	(j) 1	1	1	..	..	1	
Drivers A.S.C. (train transport)	..	..	..	..	4	4	..	..	8	8	(k) Includes 2 look-out men, and 21 N.C.Os and men trained as telephonists. 9 of the latter should be further trained in the use of the buzzer and 8 trained as signallers.
Total headquarters (including attached)	4	1	5	2	36	48	30	7	..	37	
Battery											
Major or Captain	1	..	..	..	..	1	2	..	..	2	(l) Distributed as follows—
Subalterns	3	..	..	..	..	3	6	..	..	6	Orderlies.....3 (m)
Battery Sergeant-Major	..	1	..	..	..	1	1	..	..	1	Signallers.....7 (m)
Battery Quartermaster-Sergeant	..	..	1	..	..	1	1	..	..	1	Lookout men...2
Sergeants	..	..	5	..	..	5	5	..	..	5	Range takers...2 (m)
Farrier-Sergeants	..	..	..	1	..	1	1	..	..	1	Patrol.....3 (m)
Shoeing-smiths	..	..	..	(g) 3	..	3	1	..	..	1	Coverers.....4
Saddlers	..	..	..	2	..	2	..	..	..	..	21
Fitters or Wheelers	..	..	..	2	..	2	..	..	..	..	
Corporals	..	..	..	..	5	5					(m) Includes horse-holders.
Bombardiers	..	..	..	..	9	(k) 9	(l)21	..	..	21	
Gunners	..	..	..	..	51	51					
Drivers for vehicles	..	..	..	..	38	38	..	75	..	75	
Drivers for spare horses	..	..	..	..	6	6	4	8	..	12	
Drivers spare	..	..	..	..	2	2	..	..	..	..	
Batmen (l)	..	..	..	..	8	8	..	..	..	..	
Total Battery	4	1	6	8	119	138	42	83	..	125	
Drivers A.S.C. (train transport)	..	..	..	..	2	2	..	..	4	4	

PROPERTY OF U. S. ARMY

A FIELD ARTILLERY BRIGADE—Continued

Composition in Detail

DETAIL	Personnel						Horses				REMARKS
	Officers	W. Officers	Staff Sergts and Sergeants	Artificers	Rank and File	TOTAL	Riding	Draught	Heavy Draught	TOTAL	
Ammunition Column.											
Captain	1	..	..	..	..	1	1	..	..	1	(n) Includes 3 mounted bombardiers and 2 dismounted gunners, trained signallers for communication; also 18 N.C.Os and men as telephonists, 9 of the latter including the use of the buzzer.
Subalterns	3	..	..	..	..	3	3	..	..	3	
Battery Sergeant-Major	..	1	..	..	..	1	1	..	..	1	
Battery Quartermaster Sergeant	..	..	1	..	..	1	1	..	..	1	
Sergeants	..	..	4	..	..	4	4	..	..	4	
Farrier-Sergeant	..	..	..	1	..	1	1	..	..	1	
Shoeing-smiths	..	..	..	(g) 4	..	4	1	..	..	1	
Saddlers	..	..	..	2	..	2	..	..	..	..	
Fitters or Wheelers	..	..	..	1	..	1	..	..	..	..	
Corporals	..	..	..	..	4	4	4	..	..	4	
Bombardiers	..	..	..	..	5	5	3	..	..	3	
Gunners	..	..	..	..	31	(n) 31	1	..	..	1	
Drivers: for vehicles	..	..	..	..	78	78	..	156	..	156	
Drivers: for spare horses	..	..	..	..	8	8	..	16	..	16	
Drivers: spare	..	..	..	..	4	4	..	..	..	..	
Batmen (f)	..	..	..	..	4	4	..	..	..	..	
Total Ammunition Column	4	1	5	8	134	152	20	172	[illegible]	192	
Drivers A.S.C. (train transport)	..	..	..	..	2	2	..	..	4	4	

Notes—1. The above establishment includes 32 acting bombardiers (orderly for medical officer with headquarters). 6 per battery and 7 for ammunition column.

2. Two of the 10 saddlers and two of the 10 fitters or wheelers will be corporals.

A FIELD ARTILLERY BRIGADE—*Continued*

(ii) Transport

DETAIL	Headquarters				Four Batteries					Ammunition Column				Total Brigade				
	Vehicles	Drivers	Draught Horses	Heavy Draught	Vehicles	Drivers	Draught Horses	Heavy Draught	Riding Horses	Vehicles	Drivers	Draught Horses	Heavy Draught	Vehicles	Drivers	Draught Horses	Heavy Draught	Riding Horses
1st Line																		
Carriages, gun, with limbers	..	..	..	..	16	48	96	..	..	..	..	..	..	16	48	96	..	..
Bicycles for intercommunication (o)	1	..	..	..	4	..	..	..	..	1	..	..	..	6	..	..	..	..
Carts: Maltese, for medical equipment	1	(p) 1	2	..	..	..	..	..	..	..	..	..	..	1	(p) 1	2	..	..
Carts: Cooks	1	1	1	..	4	4	4	..	..	..	..	..	..	5	5	5	..	..
Carts: Water	..	..	..	..	4	4	8	..	..	1	1	2	..	5	5	10	..	..
Wagons: Ammunition, with limbers	..	..	..	..	32	96	192	..	..	16	48	96	..	48	144	288	..	..
Wagons: Limbered G.S. for small arm ammunition	..	..	..	..	..	..	..	..	..	8	8	16	..	8	8	16	..	..
Wagons: G.S. for small-arm ammunition	..	..	..	..	..	..	..	..	..	4	12	24	..	4	12	24	..	..
Wagons: G.S. for small-arm ammunition (q)	..	..	..	..	..	..	..	..	..	3	6	12	..	3	6	12	..	..
Wagons: G.S. for technical stores	..	..	..	..	..	..	..	..	..	1	3	6	..	1	3	6	..	..
Wagons: telephone	1	2	4	..	..	..	..	..	..	..	..	..	..	1	2	4	..	..
Drivers: for spare horses	..	..	..	..	..	24	32	..	16	..	8	16	..	..	32	48	..	16
Drivers: spare	..	..	..	..	..	8	..	..	..	..	4	..	..	..	12	..	..	..
Train																		
Wagons G.S.: for baggage, stores, and supplies (r)	1	(s) 1	..	2	8	(s) 8	..	16	..	2	(s) 2	..	4	11	(s) 11	..	22	..
Wagons G.S.: for extra forage	3	(s) 3	..	6	..		..	..	..	..	..	..	..	3	(s) 3	..	6	..
Total	4	4	7	..	60	184	332	..	16	34	90	172	..	98	278	511	..	16

(o) Riders for bicycles will be detailed as required from the rank and file. (p) Medical Officer's orderly.
(q) This ammunition will be issued to infantry units immediately previous to going into action.
(r) *Arrangements may, if necessary, be made for the carriage of the headquarters' baggage in the baggage wagon or wagons of one or more batteries.*
(s) Provided from the Divisional train.

AN INFANTRY BATTALION WAR ESTABLISHMENT.

DETAIL	Officers	Warrant Officers	Staff Sergeants and Sergeants	Drummers or buglers	Rand and File	Total	Horses					Bicycles.
							Riding	Draught	Heavy Draught	Pack Cobs	Total	
Headquarters												
Lieutenant-Colonel	1	..	..	..	..	1	2	..	..	..	2	..
Major	1	..	..	..	..	1	1	..	..	..	1	..
Major (2nd)	1	..	..	..	..	1	1	..	..	..	1	..
Adjutant	1	..	..	..	..	1	1	..	..	..	1	..
Asst. Adjutant	1	..	..	..	..	1	1	..	..	..	1	..
Quartermaster	1	..	..	..	..	1	1	..	..	..	1	..
Signalling Officer	1	..	..	..	..	1	1	..	..	..	1	..
*Transport Officer	1	..	..	..	..	1	1	..	..	..	1	..
Sergeant-Major	..	1	..	..	..	1	..	..	..	..	..	..
Quartermaster-Sergeant	..	..	1	..	..	1	..	..	..	..	..	..
Orderly-room Clerk (a)	..	..	1	..	..	1	..	..	..	..	..	..
Sergeant-drummer	..	..	1	..	..	1	..	..	..	..	..	..
Sergeant-Cook	..	..	1	..	..	1	..	..	..	..	..	..
Transport-Sergeant	.	..	1	..	..	1	1	..	..	..	1	..
Sergeant-Shoemaker	..	..	1	..	..	1	..	..	..	..	..	..
Drivers, **1st line transport**												
For vehicles	..	..	..	..	9	9	..	18	..	..	18	..
For spare animals	..	..	..	..	2	2	..	3	..	1	4	..
Batmen (b)	..	..	..	..	10	10	..	..	..	..	..	..
Pioneers												
Pioneer-Sergeant	..	..	1	..	..	1	..	..	..	..	..	..
Pioneers	..	..	..	..	10	10	..	..	..	..	..	..
Signallers												
Sergeant	..	..	1	..	..	1	..	..	..	..	..	..
Corporal	..	..	..	..	1	1	..	..	..	..	..	..
Privates	..	..	..	..	(c) 15	(c) 15	..	..	..	..	..	9
Stretcher bearers	..	..	..	..	16	16	..	..	..	..	..	..
Orderlies for medical officer (d)	..	..	..	..	2	2	..	1	..	..	1	..
Total	8	1	8	..	65	82	10	22	..	1	33	9
Attached												
Paymaster	1	..	..	..	..	1	..	..	..	..	..	..
A.M.C. (includes personnel for water duties)	1	..	..	..	5 (e)	6	1	..	..	..	1	..
Armourer	..	..	1	..	..	1	..	..	..	..	..	..
Total Headquarters (including attached)	10	1	9	..	70	90	11	22	..	1	34	9
Machine Gun Section												
Subaltern	1	..	..	..	..	1	1	..	..	..	1	..
Sergeants	..	..	2	..	..	2	..	..	..	..	..	..
Corporal	..	..	..	..	1	1	..	..	..	..	..	..
Privates	..	..	..	..	24	24	..	..	..	..	..	..
Drivers, **1st line transport**	..	..	..	..	6	6	..	12	..	..	12	..
Batmen (b)	..	..	..	..	1	1	..	..	..	..	..	..
Total Machine Gun Section	1	..	2	..	32	35	1	12	..	..	13	..

WAR ESTABLISHMENT—INFANTRY BATTALION—Continued.

DETAIL	Officers	*Warrant Officers	Staff Sergeants and Sergeants	Drummers or Buglers	Rank and File	Total	Horses					Bicycles.
							Riding	Draught	Heavy Draught	Pack Cobs	Total	
Company												
Major (or Captain) commanding	1	..	..	..	..	1	1	..	..	..	1	..
Captain (2nd in command)	1	..	..	..	..	1	..	..	..	..	..	..
Subalterns	4	..	..	..	..	4	..	..	..	..	..	..
Company Sergeant-Major	..	..	1	..	..	1	..	..	..	..	..	..
Company Quartermaster-Sergeant	..	..	1	..	..	1	..	..	..	..	..	..
Sergeants	..	..	8	..	..	8	..	..	..	..	..	..
Drummers or buglers	..	..	..	4	..	4	..	..	..	..	..	..
Corporals	..	..	..	..	10	10	..	..	..	..	..	..
Privates	..	..	..	..	188	188	..	..	..	..	..	..
Drivers, 1st line transports	..	..	..	..	3	3	..	..	2	2	4	..
Batmen (b)	..	..	..	..	6	6	..	..	..	..	..	..
Total company (f)	6	..	10	4	207	227	1	..	2	2	5	..

*Not Authorized.

(a) The orderly-room clerk may be of the rank of corporal, in which case he will be deducted from the sergeants and added to the rank and file.

(b) Batmen are fully armed and trained soldiers, and are available for duty in the ranks.

(c) 7 may be lance-corporals.

(d) Two men (one a lance-corporal) trained for the duties, will be placed under the orders of the medical officer. The private drives the cart for medical equipment.

(e) Includes a corporal.

Details left at the Base.

Sergeant master tailor	..	..	1	..	..	..	..	..	..	..	..	..
Storemen	..	..	..	..	4 (f)	100	..	..	..	..	..	..
First reinforcement	1	..	2	..	92	..						

(f) One storeman will mobilize with each company.

Specially Authorized.

Band, 1 Sergeant and 19 Bandsmen.

Notes.

(1) Chaplain (attached to Headquarters) is appointed when Battalion is ordered to proceed Overseas.

(2) 1 Pay Sergeant may be attached to Headquarters.

(3) 1 Supernumerary Lieutenant may be appointed to each Company, if desired.

(4) Detail for Water Duties will be provided in England.

WAR ESTABLISHMENT—INFANTRY BATTALION—Continued

(ii) Transport.

DETAIL		Vehicles	Drivers	Horses and Cobs			REMARKS
				Draught	Heavy Draught	Pack cobs	
1st Line.							
Headquarters	Bicycles for signallers	9	..	..	..	..	
	Carts S.A.A.	5	5	10	..	..	
	Maltese for medical equipment	1	1 (a)	1	..	..	(a) Medical Officer's Orderly.
	Water	2	2	4	..	..	
	Wagons, limbered, G.S. for tools	2	2	4	..	..	
	Drivers for spare animals	..	2	3	..	1	
Machine Gun Section	Wagons, limbered G.S. for 2 machine guns, tripods and ammunition	2	4	8	..	..	
	Carts, S.A.A.	2	2	4	..	..	
4 companies	Pack cobs for ammunition (2 per company)	..	8	..	..	8	
	Travelling kitchens (1 per company) (b)	4	4	..	8	..	(b) Battalions which do not possess travelling kitchens will have in lieu 1 wagon G.S. for cooks with 1 driver and 2 heavy draught horses.
Train.							
Heaquarters	Wagons, G.S. for baggage, stores, and supplies	4	4 (c)	..	8	..	(c) Provided by the Army Service Corps.
Total		27	30	34	8	9	

Note.—When specially ordered one blanket per man is carried, and 2 G.S. Wagons in addition will be required. For these vehicles, 2 extra A.S.C. drivers and 4 extra heavy draught horses will be added to the train transport of the battalion.

ORGANIZATION AND ADMINISTRATION, C.E.F. UNITS.

APPENDIX II.

TERMS OF SERVICE.

(a) An officer before being appointed as such, and a man before enlisted in the Canadian Expeditionary Force, will be required to sign a declaration (Officers' Declaration Paper, M.F.W. 51, or Attestation Paper, M.F.W. 23) to the effect that he accepts the conditions therein set forth, and that he engages to serve for a term of one year, unless the war lasts longer, in which case his services will be retained until the conclusion of the war; provided that if employed with a hospital, depot, or a mounted unit, or as a clerk, etc., he may be retained after hostilities until his services can be dispensed with, but in no case for a period exceeding six months. Officers or men may be attached to any arm of the service as required.

(b) Subject to authority and with their consent officers of the Permanent Staff and Force may be appointed for general service; such service will count towards promotion and pension in the Permanent Staff and Force after the conclusion of the war, subject to authority and with their consent men of the Permanent Force may be enlisted for general service. Only in special cases will it be possible to accept the service of men who belong to the Permanent Garrisons of Halifax, Quebec, or Esquimalt.

APPENDIX III.

INSTRUCTIONS REGARDING PHYSICAL QUALIFICATIONS AND MEDICAL INSPECTION OF RECRUITS C.E.F.

1. The present standard of age, height and chest measurement is as follows:—

Age:—18 to 45 years.

Height:—Not less than 5 ft. 2 in. for all units except Artillery, and not less than 5 ft. 4 in. for Artillery units.

Chest Measurement:—Men between 18 and 30 years, 33 inches as a minimum.

Men between 30 and 45 years, 34 inches as a minimum.

2. The greatest care must be taken in the examination of a recruit. Every man who is presented for examination must be stripped, and the examination conducted in a thorough and systematic manner.

3. The examining officer will see that he has free use of his limbs and has no deformities; that his chest is ample; that his hearing, vision and speech are normal; that he has no evidences of cutaneous diseases past or present; that he is not ruptured; that there is no marked variococele or no varicose veins; that he has the appearance of being an intelligent and sober man and likely to make an efficient soldier suitable for a unit of the Expeditionary Force.

4. Regarding the teeth, it should be noted that the wearing of dentures is permissible, and that unless the condition of the teeth is such as to seriously impair the man's general physical condition, he should not be rejected, as arrangements have been made whereby the teeth can be put in order by the Canadian Army Dental Corps, subsequent to enlistment. Care should be taken to see that there is no disease of the gums, which might render the man unfit.

5. In examining a recruit's vision he will be placed with his back to the light, and his visual acuteness will be tested by means of test types placed in ordinary daylight, or its artificial equivalent, at a distance of six metres (20 English feet) from the recruit.

Each eye will be tested separately.

The visual acuity of each eye in the case of approved recruits will be entered on the Medical History Sheet.

(*a*) Squint, or any morbid condition of the eyes or lids of either eye, liable to the risk of aggravation or recurrence, will cause the rejection of the Candidate.

(*b*) If a recruit can read D-60, at 20 feet, or better with each eye, without glasses, he will be considered as "Fit."

(*c*) If he can read D-20, at 20 feet, with the right eye, without glasses, and not less than D-60, at the same distance with the left eye, without glasses, he will be considered "Fit."

(*d*) If he can read D-20, at 20 feet, with the left eye, without glasses, and not less than D-120, with the right eye, at the same distance, without glasses, he will be considered "Fit," for the Canadian Army Service Corps, Canadian Army Medical Corps, or the Canadian Ordnance Corps, and for Driver of the Canadian Artillery or Canadian Engineers.

6. Particular care should be taken to see that men with tuberculosis, chronic rheumatism, cardiac disease, renel disease or syphilis, are not accepted as "Fit."

A sufficient enquiry should be made in each case to eliminate these conditions.

7. Great care should also be exercised in the selection of men who have had fractures of comparatively recent date, and especially where such have been in the neighbourhood of joints.

8. Men requiring operations to render them physically fit, should not be accepted as "Fit" until sufficient time has elapsed after the operation to permit of their undergoing training without subjecting themselves to the risk of a recurrence of their old condition, or of other serious consequences.

9. There should be no qualified opinion given. The man must be declared "Fit" or "Unfit" for general service.

10. Medical Officers are required to exercise the greatest caution in accepting recruits in order to avoid disappointment and loss to individuals, and serious public loss as well. In most cases in which men who should have been rejected, are passed as "Fit," such action is the result of carelessness and lack of attention to details on the part of the Medical examiner.

11. Civilian Practitioners may carry out the examination of recruits in places where A.M.C. officers are not available. Before employing Civilian Practitioners Officers Commanding should submit their recommendations to the A.D.M.S., 2nd Division.

EPIDEMIC DISEASES.

1. Owing to the prevalence of epidemic diseases, the greatest care should be taken to prevent men who are enlisted from exposing themselves to the risk of infection. Medical officers should obtain, as far as possible, a list of all buildings in the area covered by their Unit in which infectious diseases exist, and have such list published in Orders, as places out of bounds during the period of quarantine.

2. Lists of such places can be obtained from Medical Health Officers, or clerks of municipalities.

CIVIL HOSPITAL ACCOUNTS.

1. In the event of men enlisted in the Canadian Expeditionary Force requiring hospital treatment for some condition arising subsequent to their enlistment, they should on the recommendation of the Medical Officer be sent into a Military Hospital, if one is available, and if not, into a civil hospital.

2. Accounts from civil hospitals to the extent of $1.00 per day, covering maintenance and treatment, will be paid by the Militia Department. Such accounts should be rendered in triplicate to the Commanding Officer in each individual case, and should show the rank, name and battalion of the man, the date of admission and discharge, the condition for which he was treated in hospital and on whose authority he was sent there.

3. All such accounts must be approved by the Commanding Officer, and should be forwarded at once to the A.D.M.S. at Divisional Headquarters.

4. Men treated in hospitals at the expense of the Department are not entitled to subsistence allowance while in hospital.

MEDICAL SUPPLIES.

1. Medical Supplies will be issued as required in the treatment of men who are enlisted for Overseas Service, whether they are on subsistence allowance, or drawing rations.

2. Requisitions for supplies should be submitted on Militia Form C.615, in triplicate, monthly, to the A.D.M.S. of the Division.

3. The needs of the men in various centres must be anticipated by the Medical Officer, and the requisitions should reach the Office of the A.D.M.S. at least five days before the supplies are actually required, so as to allow sufficient time for arranging the issue.

4. Unless otherwise ordered, the local purchase of Medical Supplies without previous approval of the A.D.M.S. is not authorized.

5. In special emergency, or under very exceptional circumstances, Commanding Officers may authorize the local purchase of Medical Supplies for immediate requirements. In all such cases, approved accounts in triplicate must be forwarded at once to the A.D.M.S., together with a letter explaining why such action was taken.

6. Medical Officers should note carefully how Medical Supplies are expended, as a monthly account may be called for.

7. It is not considered necessary to issue instruments, as Medical Officers should have in their possession a pocket case which is sufficient for ordinary requirements.

APPENDIX IV.

SPECIAL ENLISTMENT REGULATIONS.

1. Regulations regarding enlistment of Russian Subjects.

The Regulations issued by the Russian Government are to the effect that young Russian Subjects who have to do their military service for the first time, that is, the classes of 1914, 1915, 1916, and 1917, are now allowed to enlist in the C.E.F. as well as the Reservists and Territorials of the first and second class.

The above applies only to Privates and Non-commissioned Officers.

The following Regulations must be observed in all cases:

(A) The Identification Certificate of a Russian Subject which the Russian Consul at Montreal offers to furnish as a protection to the Canadian Militia Authorities with regard to the identity of a man applying for enlistment, who claims to be a Russian subject, is granted as a matter of courtesy, and this should be borne in mind by all Recruiting Officers in communicating with the Russian Consul General on the subject.

(B) The Russian Consul will deliver such Identification Certificate only to or for a Russian, who presents personally or through a Recruiting Officer:—

(a) Russian Identification Papers, i.e., Passport, Military Booklet or Birth Certificate, and

(b) The photo of the applicant attached to the documents forwarded for identification, and

(c) A remittance of 88 cents (covering 80 cents Consular fees and 8 cents postal expenses in returning the documents.)

If, as apparently has been frequently the case, in the past, the Recruiting Officer asks for Identification Certificates by letter or wire, without sending the necessary documents, the Russian Consul General will be unable to pay any attention to such communication.

2. Regulations regarding enlistment of Italian Subjects.

Before an Italian Citizen is enlisted in the C.E.F., he must be required to present to the Recruiting Officer a certificate from an Italian Consular Agency to the effect that he is exempt from Military Service in Italy, or that he belongs to a Class of Reservists which has not been re-called.

This certificate is of importance because it appears that the fact that an Italian Reservist is serving in any of the Armies of the Allied Forces does not exempt him from penalty for desertion from the Italian Army; and all Italian Reservists belonging to any Class, which has been called up, must answer to the recall, or they will be declared deserters, and liable to penalty on their return to Italy.

3. Regulations regarding the enlistment of Mechanics.

(a) Upon the application for enlistment of any man who is a qualified mechanic or machinist, his enlistment is not to be completed, but full particulars as to such man should be forwarded to the A.A.G. Division or District. The C.O. will then be informed with as little delay as possible as to whether the man's services are required in connection with the manufacture of munitions.

(b) No men, who are at present engaged in the manufacture of munitions, should be allowed to enlist. It should be pointed out to them that they are serving the country as well by carrying on their present employment and helping towards the successful issue of the war in another way.

4. Recruits should speak English or French.

Except in special cases and for special units men should not be enlisted who cannot understand English or French.

APPENDIX V

FINANCIAL INSTRUCTIONS C.E.F., AND ALLOWANCES FOR TROOPS SERVING IN CANADA AND OVERSEAS, ETC.

New instructions are in course of preparation and will be distributed to all concerned, in a separate pamphlet, but in the meantime, in order that Paymasters and Officers Commanding Units proceeding overseas may be fully aware of the most important requirements on receiving instructions to be ready to embark, and of the procedure required on arrival in England, the following Circular instructions are promulgated herewith:—

Instructions regarding accounts, etc., of Units on receiving orders to embark.

1. In a large number of cases, the Pay Accounts of Units, on arrival in England, are found to be in a very unsatisfactory condition. The Divisional or District Paymaster is therefore to take steps, in future, to arrange that before any Unit proceeds overseas, the entire accounts and paylists are to be subjected to a close inspection and audit by a representative from his office, and a certificate to this effect handed to the Paymaster of the Unit concerned, a duplicate forwarded to the Accountant and Paymaster General, Ottawa (together with Report of Inspection), and a triplicate certificate forwarded to the Chief Paymaster, C.E.F., London, England.

2. It is frequently found that outstanding observations on monthly paylists have not been adjusted before the Unit leaves Canada, with the consequent result that it becomes very difficult to adjust these matters after arrival in England.

3. The Divisional or District Paymaster must take steps to see that all paylists of units about to proceed overseas are cleared up before they leave this country. Immediately notification is received that a Unit is warned to proceed overseas, the Divisional or District Paymaster will take steps to carry out the above instructions, informing the Paymaster concerned that, prior to leaving his station, a cheque for the unexpended balance of money in his hands is to be refunded to him (i.e., the difference between amount received and amount paid out, it has nothing to do with the bank balance) which the Divisional or District Paymaster will deposit to the credit of the Hon. the Receiver General of Canada.

4. Most of the Units have been in the habit of taking money over to England with them, which is quite unnecessary, and leads to considerable difficulty owing to rates of exchange varying, and also at the present rate of exchange, a draft taken to England will yield quite a large profit, which in many cases appears to have been concealed.

5. **Payments, etc.**

The Units should arrange to make their last payment to officers and men about ten days or a week before sailing. No payments are to be made on the voyage, as it is most undesirable for men to arrive in England with Dominion currency, and providing the Unit is to embark **after** the 15th of the month, Assigned Pay is to be paid by the Regimental Paymaster for the current month in which the Unit proceeds. In a number of instances, Paymasters have issued half a month's assignment. This is not correct; either the whole month's assignment is issued or none at all. It must not be divided into any fraction, and if Unit is to embark **before** the 16th of the month, then payment of Assigned Pay for that month will be made from Ottawa, and **not** by Regimental Paymaster. Great care must be taken to note clearly on Assigned Pay Roll, Militia Form D-902, the last month for which Assigned Pay has been paid by the Regimental Paymaster.

It is not intended that any Unit should leave the station with any funds to make any payments en route to England.

The last payment made before the Unit leaves its station can be made in even dollars, so as not to delay matters, and any credit balance remaining at end of month carried forward to a new paylist.

If Unit is to leave the station a few days before end of the month, it would be quite sufficient to pay, on or about the 22nd of the month, the approximate amount due in even dollars, to say 28th.

If, on the other hand, Unit is to leave its station about 3rd or 4th of a month, and there is not sufficient time to make up paylist to pay in full to end of previous month, the same plan could be followed, viz; make payment to about 24th or 25th in even dollars, and carry forward credit balances.

In both cases quoted, assuming Unit was due to leave its station on 27th March or 4th April, Regimental Paymaster would issue all Assigned Pay for month of March only, pay officers and men approximate amounts due to end of March—about 7 days before leaving, return all unexpended balances, close March paylist on voyage to England, and carry forward all credits to April paylist on voyage,—ready to make first payment on April paylist after his arrival in England.

6. Pay Lists.

The paylist for the month in which a Unit leaves its station in Canada to embark overseas, will be taken to England. If the Unit embarks early in the month, before any payments have been made for current month, the paylist will be kept open until arrival in England, when money will be obtained from Headquarters Paymaster of Canadian Training Division, or from Chief Paymaster, Canadian Expeditionary Force, London, for payment to be made on this paylist. On the other hand, if Unit embarks after any payments have been made in Canada, then this pay list will be closed up on the voyage to England, the total credits will be computed to the end of the month, all charges for Assigned Pay entered for the month, and the net balances of all men actually embarked will then be carried forward to another paylist to be opened, ready for use on arrival in England.

In both cases care must be taken to forward Last Pay Certificates to Divisional or District Paymaster, for all officers and men who do not proceed overseas and are left behind in Canada.

The object of the above instructions regarding paylists, is to ensure that money paid out from credits received by Regimental Paymasters in Canada, is to be kept quite distinct from moneys received subsequently in England. Consequently, when the Regimental Paymaster prepares his last Financial Statement (M.F.W-6), accounting for money received in Canada, and showing thereon the unexpended balance refunded to Divisional or District Paymaster before sailing, his paylist for the same period will only deal with payments from the same source, and the paylist on arrival in England will then be ready to account for moneys received and paid in England.

7. Procedure on arrival in England.

On arrival in England, the Paymaster will at once report to the Headquarters Paymaster of the Training Division to which the Unit is attached, or if the Unit is not attached to a Training Division at Shorncliffe or Aldershot, the Regimental Paymaster will report direct to the Chief Paymaster in London, taking with him all pay documents and current paylists.

8. Officers' Pay Accounts.

After leaving Canada, no further payments will be made to officers by the Regimental Paymaster. He will close out officers' accounts, transfer them on Last Pay, Certificate or Extract on paylist form as convenient, to the Chief Paymaster, C.E.F., London, as all Pay and Allowances of officers will be dealt with in that office, and amounts due each month paid into the officer's account at the Bank of Montreal, Pall Mall Branch, 9 Waterloo Place, London, S.W., or any other Bank or Army Agent in London if the officer expresses any wish in the matter. For this purpose the Paymaster will obtain each officer's signature on two separate cards, which will be transmitted to the Chief Paymaster to be lodged at the Bank of Montreal, etc. The signatures must be the same as the officer is in the habit of using when signing cheques, and to enable the Chief Paymaster and the Bank of Montreal to be quite sure that the signature is correctly understood, each officer's name in full, with rank, and unit, must be typed on the signature cards, or if no typing machine is available, then the name must be written in block letters.

The Last Pay Certificates of the officers are to be accompanied by Nominal Roll of all officers of the Unit by seniority, showing duties performed by each officer—e.g., Officer Commanding, Adjutant, Signalling Officer, etc., noting also their next-of-kin, assignments of pay if any, together with names and addresses of Assignees, and date from which assignment is to be paid by Ottawa.

9. Pay of N.C.Os and Men.

Payments to N.C.Os and men during first month in England are made on the ordinary paylist, M.F. W-7, the same as in Canada. Steps are then taken during the month to prepare Pay Books for each man, the Pay Books being obtained from Headquarters Paymaster on arrival, and as soon as convenient after arrival in England the paylist is then transferred with the Pay Sergeant, to the Chief Paymaster's Office, London, where all the accounts are kept while Units are overseas.

Immediately after arrival, the Paymaster will requisition on the Headquarters Paymaster, for cash to make a payment to the men without waiting till 15th or end of the month, but this payment must be limited in amount, not more than £2.0.0 (two pounds) being paid to any man. The subsequent payments after first month in England, are made under Active Service conditions, i.e., Active Service Pay Books are issued to each man, where all payments are recorded in sterling, in England, and the payments to the men are shown on Acquittance

Rolls, in triplicate (carbon process). One copy is retained by the Regimental Paymaster and two copies forwarded to Headquarters Paymaster, for transmission to the Chief Paymaster. All Acquittance Rolls must be numbered consecutively and must be prepared with the greatest care, especially in regard to correctness of Regimental Numbers, initials, etc. Names will be arranged by Companies in order of rank of N.C.Os, and alphabetical in regard to privates. Payments are to be made in even money in sterling on the 15th and at the end of the month. The Regimental Paymaster is not in any way concerned with exchange, as this is attended to in the Chief Paymaster's office. If a man is to be paid approximately $5.00, he receives £1, etc., and actual amount paid in sterling is entered on the Acquittance Roll and in the man's Pay Book, but this does not mean that for every pound a man is given, he is charged $5.00 in his paylist in London, it is merely a rough guide to the Regimental Paymaster. The charge actually entered in the man's paylist in London is converted at par, so that a man paid £1 is charged $4.87 in his accounts in London. Acquittance Rolls for payments on the 15th and at the end of the month must be forwarded to the Headquarters Paymaster not later than two days after payment has been made, supported by Financial Statement at end of the month, and the Regimental Paymaster should be careful to enter the total of each Acquittance Roll, with the serial numbers, in his cash book at the time payment is made.

10. Assigned Pay.

N.C.Os and men may make assignments of pay equal to four-fifths of their pay, exclusive of Field Allowance, but a private may be permitted to assign $25.00 as a maximum. To avoid loss, it is necessary for an amount equal to the assignment to be withheld as a credit balance, so that on the first day of each month the Assignor's account will show sufficient credit to cover the assignment for the month. It will be found, therefore, very desirable that the $10.00 Clothing Credit which is held back from men while in Canada, and which is not to be paid until they have completed six months' service, should still be retained as a credit, as this will in most cases cover half their Assigned Pay, and consequently to build up a credit balance in England equal to a month's assignment would only take two or three months. It is also to be borne in mind that while in England, men without assignments are not permitted to receive more than 50% (fifty per cent.) of their pay. In some units it is found that Commanding Officers encourage the men to assign a larger amount of their pay then thay can well afford. It would be advisable, therefore, to warn them as to the necessity of building up a credit in England, as if the man's assignment at the commencement is very large, it takes at least four months to build up a credit, and even then the man would only receive about $3.00 a month, and this naturally causes disappointment to the men if they are not made aware of the Regulations. A man, if he so desires, after he has built up his credit, can easily increase his assignment up to the maximum of $25.00, when he proceeds on actual service in the field, as he then has very little use for money, and in fact no man is permitted to receive more than $6.00 (six dollars) a month while in the field.

While in England, if a man with an assignment is absent without leave for a period of seven days or over, the Paymaster must immediately cancel the assignment. Cancellation of assignment will also take place if the soldier receives any punishment involving loss of pay sufficient to cause his account to show a debit balance. "Stop Payment Forms" (A.3 M.) in the foregoing case, should be forwarded direct to the Paymaster, Assigned Pay Branch, Westminster House, 7 Millbank, London, S.W., England. All correspondence in regard to Assigned Pay should be addressed to this same officer. All changes in Assigned Pay must be recorded on the copy of the Assigned Pay sheets (Militia Form D-902) in the possession of the Paymaster, and the necessary corrections made in the man's Active Service Pay Book.

11. The following forms will be required in England, and these forms can be obtained on application to the Headquarters Paymaster:—

Requisitions for Cash, Form P 26, or M.F.D-836.
Acquittance Rolls, in pads Army Form 1513, or Militia Form W-5.
Pay Books, Army Book 64, specially printed for Canadian Force.
Financial Statements, M.F. W-6.
Assigned Pay Forms, Changes, A.2.M.
Remittance Rolls, P.50.

As Regimental Paymasters will not require to use Paylists(Militia Form W-7), after the first month in England, they should only take a small supply to England, returning any balance of stock to the Divisional or District Paymaster before leaving their Station in Canada.

12. The above instructions are issued to give Paymasters and Commanding officers an idea of the procedure followed in England, and only the main points have been touched upon. There are many matters not covered here in regard to duties on Active Service, but this will be fully explained in the revised edition of the "Financial Instructions" now in course of preparation, and in the meantime full information can be obtained by the Regimental Paymaster on arrival in England, from the Chief Paymaster's Office, or the Headquarters Paymaster of the Training Division.

(H.Q. 593-1-11.)

APPENDIX VI.

SCALE OF CLOTHING AND NECESSARIES

Clothing and Necessaries

The following is a detail of issue of clothing and necessaries, authorized for each Warrant Officer, N.C.O., and man approved and enlisted for service in the Canadian Expeditionary Force (Militia Orders 164 and 241, 1915).

Articles.	Mounted Men	Dismounted Men
Clothing.		
Boots, ankle, prs	2	2
Caps, forage, drab	1	1
Cloaks	1	...
Greatcoats	...	1
Jackets, drab	1	1
Pantaloons, drab or B.C., prs	1	...
" service, prs	1	...
Puttees, drab, prs	1	1
Shirts, service	1	1
Shoes, canvas, prs	1	1
Trousers, drab	...	1
" service	...	1
Winter Clothing.		
Caps, Balaclava	1	1
Gloves, woollen, prs	1	1
Sweater jackets	1	1
Necessaries.		
Badges—		
Cap	1	1
Collar, prs	1	1
Shoulder—		
Canada, prs	1	1
Initials, sets	1	1
Numerals, sets	1	1
Bootlaces, prs	2	2
Boot, dresssing (grease) 2 oz. tins	1	1
Braces, prs	1	1
Brushes—		
Cloth	1	1
Hair	1	1
Shaving	1	1
Tooth	1	1
Combs, hair	1	1
Drawers, woollen, prs	2	2
Forks, table	1	1
Housewives	1	1
Holdalls	1	1
Identity discs, metal	1	1
Knives, clasp	1	1
" table	1	1
Lanyards, clasp knife	1	1
Razors	1	1
Shirts, flannel, grey	2	2
" under, woollen	2	2
Socks, prs	2	2
Spoons, table	1	1
Towels, hand	2	2
Bags, Kit	1	1

SCALE OF ARMS, EQUIPMENT, ETC.

The scale of arms, equipment, etc., is laid down in a pamphlet issued with Militia Order No. 534, 1915. As, however, this is subject to amendment from time to time, it is not included here. Officers Commanding units should obtain information as to this scale from Divisional Headquarters.

APPENDIX VII

INSTRUCTIONS REGARDING REGIMENTAL DOCUMENTS AND RECORDS, C.E.F.

Documents and Records as stated hereunder must be compiled in the case of every Officer, W.O., Nursing Sister, N.C.O. and man.

Previous instructions relating to similar documents and records are hereby cancelled.

These Documents and Records must be prepared and completed before embarking from Canada; an officer from each unit to be detailed for the purpose to take charge of same and be responsible for them, checking over and satisfying himself that all are complete and in good order, and dealing with them in accordance with the instructions relating thereto.

The same procedure is to be followed as to preparation of Documents and Records, whether the case be that of:—

(a) Re-inforcement proceeding as a Unit,

(b) A draft of Re-inforcing Party, not a Unit.

(c) Individual proceeding singly.

With the exception:—Viz:—When the party is not accompanied by a Regimental Paymaster, 3 copies of "Assigned-Pay" Roll, and 3 copies of Last Pay List to cover each member, or, in the case of an individual 3 copies of Last Pay Certificate and 3 copies of "Assigned-Pay" Roll must be prepared.

Should the party be accompanied by a Paymaster, as when proceeding as a Unit, his Pay-Sheets will suffice in this connection with "Assigned-Pay" Rolls.

A list of the Documents and Records required is set forth hereunder, and directions as to preparation and disposal of same which must be strictly adhered to, are contained in succeeding paragraphs.

DOCUMENTS.

1. Nominal Roll, M.F.W. 20 (Revised)—5 Copies.

2. Attestation Paper, M.F.W. 23—in triplicate.

3. Officers' Declaration Paper (new form, M.F.W. 51)—in triplicate.

4. Medical History Sheets, M.F.B. 313—2 copies.
Original and duplicate (A.F.B. 178 will when available for issue be used in the place of M.F.B. 313).

5. Regimental Conduct Sheet, M.F.B. 263—1 copy (in case of N.C.O.'s and men only).

6. Company Conduct Sheet, M.F.B. 263a—1 copy (in case of N.C.O.'s and men only).

7. Casualty Form, A.F.B. 103 or M.F.W. 54—1 copy.

8. Particulars of family of men enlisted in C.E.F. (new form, M.F.W. 67)—2 copies.

Pay Records.

(1) A. Pay List, M.F.W. 7 and M.F.W. 7a—3 copies.
(2) B. Last Pay Certificate, M.F.W. 44—3 copies.
(3) "Assigned Pay" Roll, M.F.D. 902—3 copies.

Certified Statements.

(1) Statement as to Pay Records, in duplicate. (Form attached.)
(2) Statement as to Documents in triplicate. (Form attached.)

(1) Nominal Roll.

Five copies of Nominal Roll.

Five (5) copies of Nominal Roll should be prepared; the first page to contain a list of the officers, arranged in order of rank.

Other ranks to follow on succeeding pages arranged in alphabetical order, showing Regimental Number, Rank, Name, particular attention being devoted to accuracy as regards spelling. Christian names to be in full in all cases.

These Copies are to be Disposed of as follows:—(1) To be handed over with the original Attestation Papers to D.A.A.G., C.T.D., Shorncliffe, for transmission to Officer i/c Records, London.

(2 and 3) To be delivered to O.C. Division or District, who will give receipt, and forward 1 copy under Regimental Cover, to the Secretary, Militia Council, Ottawa, retaining the other copy.

(4) To be handed over with triplicate Attestation Papers to D.A.A.G., C.T.D., Shorncliffe, who will forward to Orderly Room.

(5) To be handed over to D.A.A.G., C.T.D., Shorncliffe, for filing as reference.

Note.—In the preparation of these Nominal Rolls, only those individuals who leave the station are to be included.

Any casualties occurring after Nominal Roll has been submitted must be communicated forthwith to O.C. Division or District.

Any such casualties to be also recorded on the other copies of the Roll, and full particulars kept on file.

(2) Attestation Papers.

It is essential that the Attestation of each man be made out in triplicate, with correct regimental number inserted on each copy, and marked distinctly in the right hand top corner, respectively:—

(a) Original.

(b) Duplicate.

(c) Triplicate.

The name of the Unit for which the man is attested must be inserted at the head of the Attestation Paper. (See Specimen on page 39).

These copies are required to be disposed of as follows:—

(1) **Originals.**—To be handed over to the D.A.A.G., C.T.D. Shorncliffe, on arrival in England, for transmission to Officer i/c Records, 7 Millbank, London, S.W.

(2) **Duplicates.**—Will be forwarded to the O.C. Division or District once a week i.e., as many as accumulate during six day intervals, with list or weekly Nominal Roll of same, in duplicate.

(3) **Triplicates.**—To be handed over to D.A.A.G., C.T.D., Shorncliffe.

Note.—In the event of a man being discharged before embarkation the original and triplicate A.P.'s i.e., all three (3) copies will also be forwarded to the O.C. Division or District, to be accompanied by his Discharge Papers.

(3) Officer's Declaration Form.

A new Form to be employed in the case of Officers, M.F.W. 51, in place of Attestation Paper now used for all ranks.

To be prepared and disposed of in exact accordance with the rules governing Attestation Papers.

(4) Medical History Sheets.

Two Medical History Sheets (original and duplicate) are required for every officer, Warrant Officer, N.C.O. and man. Both of these sheets are to be kept currently up to date. Upon arrival in Great Britain they are to be turned over to the D.A.A.G., C.T.D., Shorncliffe, who will transmit them to the Officer, i/c. Records, Canadian Contingents, London. The Original Medical History Sheet of any Officer, W.O., N.C.O. or man, who is a hospital patient, on landing in Great Britain, will however remain with him until he is discharged from hospital, when it will in the usual manner be returned to the Officer i/c. Records by the responsible Medical Officer concerned.

(5) and (6) Regimental and Company Sheets.

A Regimental Conduct Sheet and a Company Conduct Sheet shall be made out for every N.C.O. and man to be dealt with and disposed of in the same manner as the Medical History Sheets.

(7) Casualty Form—M.F.W. 54 or Army Form B. 103

A copy of the above form shall be prepared for every Officer, W.O., N.C.O. and man proceeding from Canada for service overseas.

In preparing the form only the name in full, the rank and Regimental Number, are to be filled in—no other entry is to be made on the Sheet.

The forms will be dealt with on arrival in England in the same manner as Conduct Sheets and Medical History Sheets.

(8) Particulars of Family of Officers and Men enlisted in C.E.F. (New Form M.F.W. 67).

To be prepared in accordance with the instructions contained on this form, and in the special instructions which follow in this Appendix under No. 5 on page 35.

PAY RECORDS.

(1) (a) Pay List or (b) Last Pay Certificate; and

(2) "Assigned Pay" Roll.

These documents will be prepared by the Regimental Paymaster and disposed of as follows:—

Immediately on arrival in England the Regmental Paymaster, or officer i/c Draft will report with all pay records to the nearest representative of the Chief Paymaster, i.e., if sent to Shorncliffe Area, to Headquarters Paymaster, Canadians, Farley House, Sandgate, Kent; if to Aldershot Command, to Headquarters Paymaster, Canadians, Tunbridge House, Lipbrook; at other stations, direct to Chief Paymaster, London, England.

CERTIFIED STATEMENTS.

(1) Statement as to Pay Records.

To be prepared in duplicate by Regimental Paymaster and disposed of as follows:—

(a) One copy for O.C. Division or District for transmission to Secretary, Militia Council, Ottawa, to be rendered previous to embarkation.

(b) One copy to be forwarded on arrival in England, to Chief Paymaster, 7 Millbank, London, S.W., England.

(2) Statement as to Documents.

To be prepared in triplicate and disposed of as follows:—

(a) One copy to be handed over to D.A.A.G., C.T.D., Shorncliffe, for transmission to Officer i/c Records, London.

(b) One copy to be handed over to D.A.A.G., C.T.D., Shorncliffe, for filing as reference.

(c) One copy to O.C. Division or District.

NOTE.

The above statements must in each case be prepared before Re-inforcement proceeds from Canada.

STATEMENT AS TO PAY RECORDS.

To be prepared in duplicate by Regimental Paymaster before Re-inforcement proceeds from Canada, and disposed of as follows:

(a) One copy for O.C. Division or District, for transmission to Secretary, Militia Council, Ottawa, previous to embarkation.

(b) One copy to be forwarded, on arrival in England, to Chief Paymaster, 7 Millbank, London, S.W., England.

1. Designation of Unit or Re-inforcement.....

2. Name of Officer Commanding.....

3. Name of Regimental Paymaster or Officer performing this duty.....

4. To what date has Unit or Re-inforcement been paid.....

4a. To what date has assigned pay been paid and by whom.....

5. State when "Assigned—Pay" lists were forwarded and to whom.....

6. What is the amount of cash on hand after balancing your accounts and adjusting with your Divisional Paymaster?.. .....

7. I am in possession of Last Pay Certificates or Last Pay List for every Officer, N.C.O. and Man.....

8. I am in possession of correct copy of "Assigned—Pay" Roll.....

Certified correct.

Paymaster of Unit.

I hereby certify that I have satisfied myself that the above is a correct statement.

.....

Officer i/c Re-inforcemen t.

STATEMENT AS TO DOCUMENTS.

To be prepared in triplicate before Re-inforcement proceeds from Canada and subsequently disposed of as follows:

(a) One copy for O.C. Division or District, for transmission to Secretary, Militia Council, Ottawa, previous to embarkation.

(b) One copy to be handed over to D.A.A.G., C.T.D., Shorncliffe, for transmission to Officer in charge of Records, London.

(c) One copy to be handed over to D.A.A.G.,C.T.D., Shorncliffe, as reference.

(1.) Designation of Unit or Re-inforcing Draft.....

(2.) Name of Officer Commanding.....

(3.) State number of Officers and other ranks in Unit or Re-inforcing Draft.
Officers..... Other Ranks.....

(4.) What Block of Regimental Numbers has been allotted?

(a) From.....To.....(both inc.)

(b) Have these been allotted individually? .....

DOCUMENTS.

(5.) (a) Are Original Attestation Papers with copy of Nominal Roll in readiness to hand over to the D.A.A.G., C.T.D., Shorncliffe, on your arrival?.....

(b) Were Duplicate Attestation Papers with copies of Nominal Roll, delivered to O.C. Division or District to be forwarded to the Secretary, Militia Headquarters, Ottawa? .....

(c) Are Triplicate Attestation Papers with copy of Nominal Roll, in your possession as Orderly Room Copy? .....

(6.) Is a copy of Nominal Roll complete and ready to be handed over to D.A.A.G., C.T.D., Shorncliffe, for filing as reference?.....

(7.) Are two copies of the Medical History Sheet, an Original and a Duplicate, complete for every individual?.....

(8.) Are Regimental Conduct Sheets complete and Company Conduct Sheets complete, and in current use?.....

(9.) Have Casualty Forms been prepared according to instructions and are same ready to hand over to D.A.A.G., C.T.D., Shorncliffe, for disposal?.....

(10.) STATE.

Name of Transport.....

Date of Sailing from Canada.....

.....
Officer i/c Re-inforcement.

SPECIAL INSTRUCTIONS REGARDING REGIMENTAL DOCUMENTS AND RECORDS, C.E.F.

1. Attestation Papers.

The following action is desired in regard to the completion of Attestation Papers,

(a) In the case of next of kin the relationship and the number, street, name of town, County (if in England) or Province (if in Canada) be stated. If no street number is available the O.C. will initial address shown as sufficient address.

(b) In cases where there is no next of kin or the address of same is unknown or in the case of next of kin serving with an active service Unit, that a statement signed by the man be attached giving the address of the nearest relative or friend whom it is desired should be communicated with in the event of the man becoming a casualty.

(c) In cases where the specific date of attestation is omitted, that a declaration before his O.C. be made to supply the deficiency, the same to be attached to Attestation Papers.

(d) In cases where full information required is not available, a statement signed by the O.C. should be attached giving the reason.

(e) Care must be taken that the writing on the Attestation Papers is clear and legible, and that regimental number is inserted, and the three copies must be checked with each other, the address of the next of kin with street and number must be inserted and the name of the recruit written in full. The signatures and dates must be inserted without fail, stamped signatures will not be recognized.

Unless the foregoing procedure is adhered to, the staff in England will not accept Attestation Papers, and it must be thoroughly understood that these documents must be complete in every detail.

2. The following is a list of the discrepancies reported to be most frequently met with in Attestation Papers on arrival of Units in England. Special attention is, therefore, called to these points.

(a) Insufficient Address of next of kin.	This is the most frequent discrepancy encountered. Full Postal Address must be given, including Street Number and Street. Where this is not available the O.C. will initial address given as sufficient address.
(b) No Next of kin.	In this case or where the Next of Kin is serving with an Active Service Unit, a statement must be given signed by the man, giving the address of the nearest relative or friend whom it is desired to communicate with in the event of the man becoming a Casualty.
(c) Discrepancies in Dates.	Very often the Magistrated Certificate is signed ten days after the man dates the signing of his oath.
(d) Question 10.	In the event of a man having served before, the Name of Unit and length of service is required.
(e) Medical Officer's Signature.	This is often omitted from the Attestation Paper.
(f) Regimental Number.	This is constantly omitted from Attestation and other Papers.

3. Inability to sign Attestation Papers.

(a) It has been brought to the attention of Headquarters, Ottawa, that in some cases men desiring to enlist have been rejected on account of inability to write their names to the Attestation Papers.

(b) If any applicant for enlistment cannot sign his name it will be sufficient if he makes a mark (X), and in such cases the witness should state in writing, above his signature, that the document was read over and explained before signature.

4. Medical History Sheets, C.E.F.

(a) Attention is again invited to the importance of completing Medical History Sheets of recruits of the Canadian Expeditionary Force (para. 1503, K.R. & O., and paras. 71, 287 Regulations for the Canadian Medical Service, 1914).

(b) It is noted that the Medical History Sheets which from time to time are forwarded attached to the proceedings of Medical Boards on man proposed for discharge as medically unfit, are lacking in the information which might be expected to be found therein.

(c) Medical History Sheets, when forwarded as noted above, are especially of assistance to those who have to deal with cases of men medically unfit, and, unless completed, are useless.

5. Particulars of Family of Officers and Men enlisted in C.E.F. (New Form M.F.W. 67.)

(a) It has been found in many cases that members of the C.E.F. proceed overseas without taking the necessary steps to apply to the Paymaster of their unit and make out cards for Separation Allowance and Assigned Pay, in favour of dependent relatives; and further, that in some cases, even when cards have been made out, the Paymaster neglects to forward these promptly to his Divisional or District Paymaster for transmission to the Accountant and Paymaster General, Militia Headquarters, Ottawa.

(b) In both cases this neglect has caused a considerable amount of trouble to the Department and hardship to relatives, particularly in the case of dependants other than wives, and it is therefore of the utmost importance to ensure that all men are not only instructed to attend to this important matter before leaving Canada, but to take steps to ensure that such instructions are carried out.

(c) It has also been found that some members of the C.E.F. proceed overseas without making provision for the payment of premiums on life insurance which they may have in force, thereby running the risk of their Insurance policy lapsing. This is a matter which should receive careful attention before a man proceeds overseas, and it is to be explained to the men that where premiums are paid monthly, the amount of such premium can be assigned to the Insurance Company, in addition to their ordinary assignments to relatives, etc. Premiums payable quarterly or half yearly, etc. and not monthly, can be made by giving notice to a Paymaster of the amount desired to be remitted, and in such cases the amount of their remittance is merely charged against their Pay Account, and the Chief Paymaster, London, sends such remittances direct to Canada.

(d) Another cause of neglect on the part of men and their families which leads to useless correspondence and complaints is due to wives of officers and men in receipt of Separation Allowance and Assigned Pay proceeding to England without sending notification to the Militia Department of their change of address before leaving Canada. The Officers and men are to be advised that in all such cases the dependent relative must promptly notify the Accountant and Paymaster General, Militia Department, Ottawa, of their intended date of sailing from Canada, and if possible, their intended postal address in the United Kingdom, in order that future payments may be made direct by the Chief Paymaster C.E.F., Westminster House, 7 Millbank, London, S.W.—If the dependent relative does not know her future postal address in England, she should send it to the Chief Paymaster, C.E.F., London, after arrival in England, but care must in any case be taken to notify Accountant and Paymaster General, Militia Department, Ottawa, before leaving Canada.

(e) In order that these important matters shall not be neglected and that the latest information regarding addresses of relatives may be on record, a new form has been established, which is to be completed in duplicate, for every officer and man, before he proceeds overseas. This form is to be made out immediately a unit or draft is warned that it is to proceed overseas and at least one week before the men leave their stations, one copy of the form for each Officer and man is to be forwarded by the Officer Commanding to the Officer Commanding the Division or District for transmission intact to the Accountant and Paymaster General, Militia Headquarters, Ottawa. The duplicate copy of the form for each Officer and man who actually embarks is to be forwarded direct to the Officer in charge of Records, C.E.F., Westminster House, 7 Millbank, London, S.W., immediately after the unit or draft arrives in England.

(f) To make sure that no oversight occurs in regard to these matters, if necessary, a muster parade should be held previous to the departure of any troop for overseas and a report in writing sent to the Divisional or District Officer Commanding that these orders have been complied with.

(g) In compiling the form, the following points are to be carefully attended to:—

(1) Regimental number must be correctly given. Incorrect numbers are a constant source of trouble and confusion. No number must ever be duplicated, and once it has been allotted to a man on joining, even if he is subsequently discharged after one day's service, the same number must never be re-allotted to another man.

(2) All questions on the form must be answered, and if not applicable, it must be so stated.

(3) Any changes in addresses after sending in this form must be forwarded by the Officer Commanding unit, in duplicate, every month to Officer in charge of Records, C.E.F., London.

6. Documents of Troops before Proceeding Overseas.

It having been found that in many cases when units and individuals proceeding overseas arrived at point of embarkation and are requested to produce their documents for inspection, such are not available and documents are packed away in boxes which are consigned to the hold. Instructions are hereby given that all units and individuals proceeding overseas will be in a position to establish to a staff officer at point of embarkation that their papers are in order and in accordance with instructions that have been issued on the subject.

7. Proceedings on Discharge, Militia Form "B" 218.

In forwarding the documents of men discharged, Militia Form "B" 218, Proceedings on Discharge should be completed and submitted, together with the undermentioned documents:—

1. Attestation Papers.
2. Medical History Sheets.
3. Regimental Conduct Sheet.
4. Squadron, Battery or Company Conduct Sheet.
5. Casualty Form.
6. Last Pay Certificate.

SPECIMEN.

CANADIAN OVERSEAS EXPEDITIONARY FORCE.

Nominal Roll

(Unit) 136th O's Bttn. C.E.F. (Headquarters) Blankville.

*Note:—4 copies of Nominal Roll to be prepared—One copy to accompany each of the 3 sets of Attestation Papers—The fourth copy to be handed to D.A.A.G., C.T.D., Shorncliffe, for filing as reference.

First page of Nominal Roll to contain list of Officers in order of rank—Christian names in all cases to be in full—Other ranks to follow on succeeding pages in ALPHABETICAL ORDER.

Regimental Number	Rank	NAME IN FULL (Surname first)		
		(To be typewritten)		
	Lt.-Col.	Merritt,	Norman	Laurence.
	Major	Harris,	George	Campbell.
	Capt.	Rice,	Lloyd	George.
	Capt.	Nilman,	Maurice	Donald.

Place and Date, Blankville, June 20, 1916.

Signed N. L. MERRITT, Lt.-Col. O.i/c.
O.C. 136th O's Bttn., C.E.F.

M.F.W. 20.

SPECIMEN.

CANADIAN OVERSEAS EXPEDITIONARY FORCE.

Nominal Roll

(Unit) 136th O's Bttn. C.E.F. (Headquarters) Blankville.

*Note:—4 copies of Nominal Roll to be prepared—One copy to accompany each of the 3 sets of Attestation Papers—The fourth copy to be handed to D.A.A.G., C.T.D., Shorncliffe, for filing as reference.

First page of Nominal Roll to contain list of Officers in order of rank—Christian names in all cases to be in full—Other ranks to follow on succeeding pages in ALPHABETICAL ORDER.

Regimental Number	Rank	NAME IN FULL (Surname first)		
		(To be typewritten)		
124210	Pte.	Acland,	Harry	Ernest.
120150	C.Q.M.S.	Acton,	Frederick.	
120158	Sgt.	Allward,	John	Gilbert Francis.
120146	B.S.M.	Ames,	Cecil	Reginald.

Place and Date, Blankville, June 20, 1916.

Signed N. L. MERRITT, Lt.-Col. O.i/c.
O.C. 136th O's Bttn., C.E.F.

M.F.W. 20.

*A 5th copy of Nominal Roll should be prepared by the Unit, for filing in Divisional or District Office. See pages 31, 32.

SPECIMEN.

Original
Duplicate
Triplicate

Unit 136th O's Bttn. C.E.F. Rank Major. Name George Campbell Harris.

OFFICERS' DECLARATION PAPER.

CANADIAN OVERSEAS EXPEDITIONARY FORCE.

QUESTIONS TO BE ANSWERED BY OFFICER.

(ANSWERS)

1. (a) What is your Surname?.....Harris.
   (b) What are your Christian Names?..George Campbell.
2. (a) Where were you born? (State place and country).....Toronto, Ont., Canada.
   (b) What is your present address?.....14 Huron St. West, Elville, Ont., Canada.
3. What is the date of your birth? .....February 7, 1884.
4. What is (a) the name of your next-of-kin?.....James Alfred Harris.
   (b) the address of your next-of-kin?.....156 Peel St., Towton, Ont., Canada.
   (c) the relationship of your next-of-kin?.....Father.
5. What is your profession or occupation?.....Lawyer.
6. What is your religion? .....Presbyterian.
7. Are you willing to be vaccinated or re-vaccinated and inoculated?.....Yes.
8. To what Unit of the Active Militia do you belong?.....40th Regt. Canadian Militia.
9. State particulars of any former Military Service.....6 years, 40th Regiment.
10. Are you willing to serve in the CANADIAN OVERSEAS EXPEDITIONARY FORCE? Yes.

The undersigned hereby declares that the above answers made by him to the above questions are true.

(Sgd.) A. C. HARRIS (Signature of Officer.)

CERTIFICATE OF MEDICAL EXAMINATION.

I have examined the above-named Officer in accordance with the Regulations for Army Medical Services.

I consider him *fit for the CANADIAN OVERSEAS EXPEDITIONARY FORCE.

Date February 20, 1916.

Place, Blankville, Ont.

(Sgd.) M. D. NILMAN,
Medical Officer,
Captain.
136th O's Battalion, C.E.F.

*Insert here "fit" or "unfit."

M.F.W. 51.

SPECIMEN

Original
Duplicate
Triplicate
No. 120146
Folio.

ATTESTATION PAPER.

.....(Name of Unit)

CANADIAN OVERSEAS EXPEDITIONARY FORCE.

QUESTIONS TO BE PUT BEFORE ATTESTATION.

(ANSWERS.)

1. What is your surname?.....Ames.
1a. What are your Christian names?.....Cecil Reginald.
1b. What is your present address?.....2 Dublin St., Scotland, Ont.
2. In what Town, Township or Parish, and in what Country were you born?.....Nixton, Bruce, Canada.
3. What is the name of your next-of-kin?...Robert Andrew Ames.
4. What is the address of your next-of-kin?.24 Howarth Ave., Nixton, Ont.
4a. What is relationship of your next-of-kin?Brother.
5. What is the date of your birth?.....March 19, 1889.
6. What is your Trade or Calling?.....Bank Clerk.
7. Are you married?.....Yes.
8. Are you willing to be vaccinated or re-vaccinated and inoculated?.....Yes.
9. Do you now belong to the Active Militia?Yes.
10. Have you ever served in any Military Force?.....Yes. 2 yrs. 112th Regt. Can. Militia.
(If so, state particulars of former Service).
11. Do you understand the nature and terms of your engagement?.....Yes.
12. Are you willing to be attested to serve in the CANADIAN OVERSEAS EXPEDITIONARY FORCE?.....Yes.

DECLARATION TO BE MADE BY MAN ON ATTESTATION.

I, **Cecil Reginald Ames**, do solemnly declare that the above are answers made by me to the above questions and that they are true, and that I am willing to fulfil the engagements by me now made, and I hereby engage and agree to serve in the **Canadian Overseas Expeditionary Force**, and to be attached to any arm of the service therein, for the term of one year, or during the war now existing between Great Britain and Germany, should that war last longer than one year, and for six months after the termination of that war, provided His Majesty should so long require my services, or until legally discharged.

(Sgd.) C. R. Ames (Signature of Recruit).
Date Dec. 31, 1915. (Sgd.) H. E. Acland (Signature of Witness).

OATH TO BE TAKEN BY MAN ON ATTESTATION.

I, **Cecil Reginald Ames**, do make Oath, that I will be faithful and bear true Allegiance to His Majesty **King George the Fifth**, His Heirs and Successors, and that I will as in duty bound honestly and faithfully defend His Majesty, His Heirs and Successors, in Person, Crown and Dignity, against all enemies, and will observe and obey all orders of His Majesty, His Heirs and Successors, and of all the Generals and Officers set over me. So help me God.

(Sgd.) C. R. Ames (Signature of Recruit).
Date Dec. 31, 1915. (Sgd.) H. E. Acland (Signature of Witness).

CERTIFICATE OF MAGISTRATE.

The Recruit above-named was cautioned by me that if he made any false answer to any of the above questions he would be liable to be punished as provided in the Army Act.

The above questions were then read to the Recruit in my presence.

I have taken care that he understands each question, and that his answer to each question has been duly entered as replied to, and the said Recruit has made and signed the declaration and taken the oath before me, at Blankville, this 31st day of December, 1915.

(Sgd.) N. L. MERRITT, Lt.-Col. (Signature of Justice).
O.C. 136th O's Battalion, C.E.F.

M.F.W. 23.

Description of Cecil Reginald Ames on Enlistment.

Apparent Age 27 years — months. (To be determined according to the instructions given in the Regulations for Army Medical Service.) Height 6 ft. 0 ins. Chest measurement: Girth when fully expanded, 38 ins. Range of expansion..... 3 ins. Complexion Fair. Eyes Blue. Hair Black. Religious Denominations: Church of England X; Presbyterian.....; Methodist.....; Baptist or Congregationalist...; Roman Catholic.....; Jewish.....; Other denominations..... (Denomination to be stated)	Distinctive marks, and marks indicating congenital peculiarities or previous disease. (Should the Medical Officer be of opinion that the recruit has served before, he will, unless the man acknowledges to any previous service, attach a slip to that effect, for the information of the Approving Officer.) Scar above left eye. Small birth mark on left side of face.

CERTIFICATE OF MEDICAL EXAMINATION.

I have examined the above-named Recruit and find that he does not present any of the causes of rejection specified in the Regulations for Army Medical Services.

He can see at the required distance with either eye; his heart and lungs are healthy; he has the free use of his joints and limbs, and he declares that he is not subject to fits of any description.

I consider him * fit for the **Canadian Overseas Expeditionary Force.**

Date Dec. 30, 1915. (Sgd.) M. D. Nilman, Capt.

Place Blankville. 136th O's Battalion, C.E.F.
Medical Officer.

* Insert here "fit" or "unfit."

NOTE—Should the Medical Officer consider the Recruit unfit, he will fill in the foregoing Certificate only in the case of those who have been attested, and will briefly state below the cause of unfitness:—

.....

.....

.....

.....

CERTIFICATE OF OFFICER COMMANDING UNIT.

Cecil Reginald Ames having been finally approved and inspected by me this day, and his Name, Age, Date of Attestation, and every prescribed particular having been recorded, I certify that I am satisfied with the correctness of this Attestation.

(Sgd.) N. L. MERRITT, Lt.-Col. (Signature of Officer)

Date Dec. 31, 1915. O.C. 136th O's Battalion, C.E.F.

SPECIMEN

Original
Duplicate

MEDICAL HISTORY SHEET.

Surname, Ames. Christian Name, Cecil Reginald.

Examined {on 30th day of December 1915 / at Blankville, Ont.

Birthplace {City or Town, Nixton. / County, Bruce.

Apparent age, 27 years.
Trade or occupation, Bank Clerk.
Height, 6 Feet 0 Inches.
Weight, 165 lbs.
Chest measurement {Minimum 35 inches. / Maximum expansion 38 inches.
Physical development, Good.
Small-Pox Marks, Nil.
Vaccination Marks {Arm, Right. Left. / Number 3.
When Vaccinated last, Childhood.

(a) Marks indicating congenital peculiarities or previous disease, Small birth mark on left side of face.

(b) Slight defects but not sufficient to cause rejection, Small left varicocele.

.....

.....

.....

Approved by
(Sgd.) M. D. Nilman,
Rank, Captain. M.O.

Date	Fit or Unfit	Examined for Re-engagement
.....	.....	.....M.O.
.....	.....	.....M.O.
.....	.....	.....M.O.
.....	.....	.....M.O.
.....	.....	.....M.O.
.....	.....	.....M.O.
.....	.....	.....M.O.

Date	Result	Vaccinations
.....	.....	.....M.O.
.....	.....	.....M.O.
.....	.....	.....M.O.

Date	Result	Anti-Typhoid Inoculations, etc.
.....	.....	.....M.O.
.....	.....	.....M.O.
.....	.....	.....M.O.

Enlisted on 31 day of December, 1915, at Blankville, Ont.

	Corps.	Regt'l Number.	Habits	Date
Joined on enlistment..	136th O's Bttn.,C.E.F.	120146	Good	30/12/15
Transferred to.....				

EXAMINED OR DISCHARGED BY A MEDICAL BOARD.

Station	Date	Disease	Result

N.B.—This sheet to be disposed of in accordance with instructions in the Regulations for Army Medical Service, on the man becoming non-effective; the date and cause being stated on next page.

M.F.B. 313.

Surname, Ames. Christian Name, Cecil Reginald.

STATION.	Date of Arrival at the Station.	Dates of Admission into Hospital.			Dates of Discharge from Hospital.			DISEASE.	Number of days in Hospital.	Remarks on nature of the disease: how induced; if mild or severe; if completely recovered from; whether any particular treatment was adopted. In venereal cases state nature of primary disease, and whether mercury has been given. If an accident, state whether it occurred on duty and whether a Court of inquiry was held. Date of issue and particulars of artificial teeth or surgical appliances supplied. Particulars of prophylactic inoculations.	Signature of Medical Officer.
		Day	Month	Year	Day	Month	Year				

M.F.W. 54 or A.F. B. 103
150M. 10-15
H.Q. 1772-39-920.

SPECIMEN

Fill in Only—Unit, Number, Rank and Name.

CASUALTY FORM—ACTIVE SERVICE

Unit, Regiment or Corps.....

Regimental No. 120146, Rank B.S.M., Name Ames, Cecil Reginald.
C.E.F.

Enlisted (a).....Terms of Service (a).....Service reckons from (a).....

Date of promotion to present rank. ..... Date of appointment to lance rank .....

Numerical position on roll of N.C.Os. .....

Extended.....Re-engaged.....Qualification (b).....

Report		Record of promotions, reductions, transfers, casualties, etc., during active service, as reported on Army Form B. 213, Army Form A. 36, or in other official documents. The authority to be quoted in each case.	Place	Date	Remarks taken from Army Form B. 213, Army Form A. 36, or other official documents.
Date	From whom received				

(a) In the case of a man who has re-engaged for, or enlisted into Section D, Army Reserve, particulars of such re-engagement or enlistment will be entered.

(b) e.g. Signaller, Shoeing Smith, etc., etc., also special qualifications in technical Corps duties.

[P.T.O.]

[Front]

Report		Record of promotions, reductions, transfers, casualties, etc., during active service, as reported on Army Form B. 213, Army Form A. 36, or in other official documents. The authority to be quoted in each case.	Place	Date	Remarks taken from Army Form B. 213, Army Form A. 36, or other official documents.
Date	From whom received				

[Back]

To be made out in duplicate. H.Q. 54-21-23-53.

PARTICULARS OF FAMILY OF AN OFFICER OR MAN ENLISTED IN C.E.F.

Instructions.

(a) This form is only required for Officers and men joining units for Overseas Service and must be completed immediately the Officer or man is warned for draft overseas.

(b) Care must be taken to see that a man is allotted his correct Regimental Number. No numbers must be duplicated and once it has been allotted to a man, even if he is subsequently discharged, the same number must never be allotted to another man.

(c) All questions, etc., must be answered.

(d) One copy of the form is to be forwarded by Officer Commanding unit for each officer and man to Officer Commanding Division or District at least seven days before Officer or man leaves his station to proceed overseas.

(e) Duplicate copy is to be forwarded direct to Officer in charge of Records, C.E.F. London, immediately after arrival in England.

---

(1) Name of Overseas Unit which Soldier joins.....

(2) Regimental Number.....

(3) Full Name of Soldier.....

(4) Place of Birth.....

(5) Are you married, or not?.....

(6) If married, state
 (a) Full name of your wife.....
 .....
 (b) Present Postal Address.....
 .....

(7) Are you a Widower?.....

(8) Have you any children?.....
 If so, give number of boys and girls.....
 Also their names and ages.....
 .....
 .....
 .....

(9) Is your Father alive? .....
 If so, state name and address.....

(10) Is your Mother alive? .....
 If so, state name and address.....

(11) If your Mother is a widow?.....
 Are you her sole support, or not? .....

(12) If sole support of widowed mother, state what amount you have given her per month prior to your enlistment, also reason she has no other support than yourself.....
 .....
 .....

(13) If you have no wife, father, mother or children—state the name and relationship with full postal address of your next-of-kin, to whom you would desire any communication to be sent concerning you.
 .....
 .....
 .....

(14) If you have a wife, or children, or a widowed mother who depends on you as her sole support, have you applied to the Paymaster of your unit for Separation Allowance? If not, this must be done.....

(15) Are you insured?.....
 If so, in what Company?.....
 Have you made arrangements for payment of your Insurance premium?
 .....
If not, and it is a monthly premium, you can assign the amount in addition to any other assignment you wish to make.

Officer Commanding.

SPECIMEN

STATEMENT AS TO PAY RECORDS

To be prepared in duplicate by Regimental Paymaster before Re-inforcement proceeds from Canada, and disposed of as follows:—

(a) One copy for O.C. Division or District, for transmission to Secretary, Militia Council, Ottawa, previous to embarkation.

(b) One copy to be forwarded, on arrival in England, to Chief Paymaster, 7 Millbank, London, S.W., England.

1. Designation of Unit or Re-inforcement—136th O's Bttn. C.E.F.

2. Name of Officer Commanding—N. L. Merritt (Lt.-Col.).

3. Name of Regimental Paymaster or Officer performing this duty—Lloyd George Rice (Captain).

4. To what date has unit or Re-inforcement been paid? August 16, 1916.

4a. To what date has assigned pay been paid and by whom? July 31, 1916, Regimental Paymaster.

5. State when "Assigned Pay" Lists were forwarded and to whom. August 16, 1916, Divisional Paymaster.

6. What is the amount of cash on hand after balancing your accounts and adjusting with your Division Paymaster? Nil.

7. I am in possession of Last Pay Certificates or Last Pay List for every officer, N.C.O. and Man. Yes.

8. I am in possession of correct copy of "Assigned Pay" Roll. Yes.

Certified Correct (Sgd.) L. O. RICE (Captain).
Paymaster of Unit.

I hereby certify that I have satisfied myself that the above is a correct Statement.

(Sgd.) N. L. MERRITT, Lt.-Col.
Officer i/c Re-inforcement.

SPECIMEN

STATEMENT AS TO DOCUMENTS

To be prepared in triplicate before re-inforcement proceeds from Canada, and subsequently disposed of as follows:

(a) One copy for O.C. Division or District, for transmission to Secretary Militia Council, Ottawa, previous to embarkation.

(b) One copy to be handed over to D.A.A.G., C.T.D., Shorncliffe, for transmission to Officer in charge of Records, London.

(c) One copy to be handed over to D.A.A.G., C.T.D., Shorncliffe, as reference.

(1) Designation of Unit or Re-inforcing Draft—136th O's Bttn. C.E.F.

(2) Name of Officer Commanding—N. L. Merritt (Lieut.-Col.).

(3) State number of Officers and other ranks in Unit or Re-inforcing Draft.
Officers 40. Other Ranks 1,118.

(4) What Block of Regimental Numbers has been allotted?

(a) From 150000 to 152000 (both inc.).

(b) Have these been allotted individually? Yes.

Documents.

(5) (a) Are Original Attestation Papers with copy of Nominal Roll in readiness to hand over to the D.A.A.G., C.T.D., Shorncliffe, on arrival? Yes

(b) Were Duplicate Attestation Papers with copies of Nominal Roll, delivered to O.C. Division or District to be forwarded to the Secretary, Militia Council, Ottawa? Yes.

(c) Are Triplicate Attestation Papers with copy of Nominal Roll in your possession as Orderly Room Copy? Yes.

(6) Is a copy of Nominal Roll complete and ready to be handed over to D.A.A.G., C.T.D., Shorncliffe, for filing as reference? Yes.

(7) Are two copies of the Medical History Sheet, an Original and a Duplicate, complete for every individual? Yes.

(8) Are Regimental Conduct Sheets complete and Company Conduct Sheets complete, and in current use? Yes.

(9) Have Casualty Forms been prepared according to instructions and are same ready to hand over to D.A.A.G., C.T.D., Shorncliffe, for disposal? Yes.

(10) State

Name of Transport—S.S. Andorian.

Date of Sailing from Canada—August 17, 1916.

(Sgd.) N. L. MERRITT, Lieut.-Col.
Officer i/c Re-inforcement.

INSTRUCTIONS TO SQUADRON, BATTERY AND COMPANY (SPECIMEN) DEFAULTER SHEET.

Punishment No.

(4) 4th Feby., 1895.—The imprisonment when awarded in hours commences at the hour of admission to the cells. (Rule of Procedure 6 (a)). It is unnecessary to state that the prisoner was a defaulter, as the fact does not aggravate the particular offence charged.

(8) 20th Sept., 1895.—More than three months have elapsed since date of last award but the time passed in imprisonment does not reckon. The fine is, therefore, 7s. 5d. plus 2s. 6d.*

(9) 4th Oct., 1895.—The date in Col. 2 refers to the second charge; the date and place of first charge being given in Col. 5.

(13) 20th Jan., 1899.—Compare Regimental Defaulter Sheet. The General Officer Commanding remitted the Regimental Entry.

(17) 12th Jan., 1900.—This entry, as well as the number of instances of drunkenness, should be in red ink.

(19) 1st Feby., 1900.—The date in the second column relates to the first charge. The charge of theft was not brought until after the date of the preceding offence.

*Note—Amount of fines shown herein is on British scale. For Canadian rates see scale on Page 15.

SQUADRON, BATTERY, AND COMPANY DEFAULTER SHEET

SPECIMEN SHEET

Regiment of **Berkshire Regiment.** Number of sheet in words.....

.....Captain.
Comdg F. Company.

Regimental Number and Name		Age		Height		Where Born		Complexion	Hair	Eyes	Trade	Religion	Promotion	Good-Conduct Pay	Former Service
No. 1725	John Hill	Yrs.	Mth	Ft.	In.	Parish	County	Fair.	Brown.	Blue	Brick-layer	C. of E.			
		19	2	5	7½	Tylehurst	Berks						Corpl. 7-10-98 Redcd. 20-9-99	1 G.C.B. 15-2-98 Forfd. 20-9-99	
Joined Depot Date 4-10-94 Joined 2nd Battn. Date 13-1-95. Joined 1st Battn. Date 1-2-96.. Joined Date		Period of Enlistment			7/5	Where Enlisted Place: Reading	Date: 4-10-94.	Marks Scar (1 inch) under left eye							

Place	Date of Offence	Rank	Cases of Drunkenness	OFFENCE	By whom reported and Names of Witnesses	Punishment Awarded	Date of award or of order dispensing with trial	By whom	Date of commencement	Date of Expiration	REMARKS
Reading.	1895 2nd Jany.	Private	1	Drunk in barracks.	C.-Sergt. Jones. L.-Corp. Adams.	Admonished.	1895 4th Jan.	Capt. Turnbull.	.....	.....	*H. R.*
						H. ROSS, Lieut. Commanding "A" Company, Depot, Berkshire Regt.					
Chatham	15th Jany.	"	2	Drunk in the canteen at 8 p.m.	Sergt. Bold. Corp. Ward.	7 days C.B.	17 "	Capt. Turnbull.	17–1	23–1	*S. T.*
"	18th Jany.	"	3	1. Drunk when a defaulter. 2. Fighting with Private F. Smith. 3. Breaking a pane of glass.	Sergt. Budd. L.-Corp. Brett.	Fined 7s. 6d. 21 days' C.B. and pay for damage.	21 "	Lt.-Col. Thomas	24-1	13–2	
"	4th Feby.	"	....	1. Overstaying his pass from 12 midnight till 7 a.m. (7 hours). 2. Disrespectful language to a N.C.O.	Corp. Brown. L.-Corp. Brett.	168 hours' impr. H.L.	4th Feb.	Lt.-Col. Williams	4-2	11–2	*E.H.*
"	15th April.	"	....	Dirty at Guard-Mounting.	Sergt. Watson. L.-Corp. Evans.	2 extra guards.	15th April.	Lt.-Col. Williams	.....	.....	*S. T.*
London	3rd June.	"	4	Drunk on Duty—when on escort.	Corp. Hughes. Pte. Wells.	28 days' impr. H.L. fined £1.	7th June.	Regtl. C.M.	7–6	4–7	*S. T.*
Chatham	10th June.	"	....	Noisy in his cell.	Prov.-Sergt. Potts	3 days' punishment diet.	12th June.	Col. A. Wood	13–6	15–6	Entered by order of Col. A. Wood, *S.T.*
"	20th Sept.	"	5	Drunk in barracks at 8 p.m.	Sergt. Watson. L.-Corp. Brett.	Fined 10s.	22nd Sept.	Capt. Turnbull.	.....	.....	*S. T.*
				Carried forward,							

NAME—John Hill.

				Brought forward,							
Chatham	1905 4th Oct.	Private....		1. Fraudulent enlistment into Gloucester R. Bristol, 10th Oct.	Sergt. Smith, Gloster R. Sergt. Hughes.	84 days' impr., H. L., and stoppages	1895 20th Nov.	Dist. Ct. Ml.	20–11	1–2–96	10 days remitted for embarkation. *S. T.*
				2. Making away with necessaries.	Corp. Evans						Authority G.O.C. Thames Dist. No. dated
						S. TURNBULL, Capt. Commanding "B" Company, 2nd Bn., Berkshire Regt.					
H.M.S. Malabar.	1896 4th Feby.	"		Smoking out of hours.	Sergt. Watson. Corp. Brett.	Stoppage of Smoking, 5 days (Minor Summary Punishment No. 4).	1896 5th Feby.	Col. Brown	5–2	8–2	*G. W.*
"	6th Feby.	"		Allowing when a sentry on main deck, pipes to be lighted after hours	Lt. Evans, R.N. Master-at-arms J. Dent.	7 days' confinement in a cell.	8 "	Capt. Hoyle, R. N.	8–2	14–2	Warrant dated *J.W.* 8–2–96.
Malta.	1897 10th June.	"		Absent from tattoo till 10.45 p.m. (45 m.)	Cr.-Sgt. Williams Lce.-Sergt. Brett	2 days' C.B.	1897 11th June.	Major Turnbull.	11–6	12–6	*S. T.*
"	1899 20th Jany.	Corporal....		Assaulting the police.	P.C. Vallano. " Rizzi.	Fined £3, or 3 ms. impr., H.L.	1899 21st Jan.	Civil Power.	.....	.....	Fine paid. 21–1. Reg'l. entry remit'd authority of G.O.C. 31-1-99. *S. T.*
"	15th Aug.	"		Overstaying his pass from 12 noon till 4 a.m. 16th (16 hours.)	Cr.-Sgt. Hughes Sergt. Watson.	Reprimanded.	16th Aug.	Col. Spence.	.....	.....	Forfeits 2 days' pay.
"	15th Sept.	"	6	1. Drunk on duty when on guard.	S.M. Talbot. Pte. W. Jones	Reduced to the ranks and 84 days' impr., *H.L.* (42 days' impr., remitted).	20th Sept.	D.C.M.	20–9	31–10	Forfeits 1 G.C.B. *S. T.*
				2. Without reasonable excuse allowing a prisoner to escape.	Pte. Tomkins.						
"	1900 10th Jany.	Private....		Fighting with Private F. Williams	Sergt. Wright Corp. Pim	8 days' C.B.	1900 11th Jan.	Col. Spence.	11–1	18–1	*S .T.*
"	12th Jany.	"		Admitted to Hospital for alcoholism.	.....	.....	.....	.....	12–1	18–1	*S. T.*
"	23rd Jany.	"		Disrespectful language to a N.C.O....	C.-Sgt. Hughes. L.-Corp. Evans.	10 days' C.B.	24th Jan.	Col. Spence.	24–1	2–2	
"	2nd Feby.	"	D	Absent from tattoo till 8 a.m., 3rd Feb (10 hours).	Sergt. Hughes. Corp. Evans.	14 days' C.B.	3 Feby.	Col. Spence.	3–2	16–2	Forfeits 1 day's pay. *S. T.*
"	1st Feby.	"		1. Disgraceful conduct—Theft.	S. V. Mattei.	3 years *P.S.* and	12th May	*G.C.M.*	12–5	.....	*S. T.*
				2. Insubordination—Striking superior officer, 4th May.	S.-Maj. Talbot. C.-Sgt. Hughes.	Disch. with ignominy. (Sentence of P.S. commut'd to 2 years' impr., H.L.)					
				3. Insubordination — Violence to superior officer, 8th May.	Sergt. Brett. Corp. Hughes.						
						S. TURNBULL, Major, Commanding "E" Company, 1st Bn., Berkshire Regt.					

SPECIMEN

This space to be for numbers

PROCEEDINGS ON DISCHARGE.

(When forwarded for confirmation these proceedings should be accompanied by the documents specified on fourth page.)

No.—120146

Rank—B.S.M.

Name—Ames, Cecil Reginald.

NOTE—The name must agree strictly with that on enlistment unless changed subsequently by authority

Corps (Squadron, Battery or Company) "A" Co. 136th O's. Bttn. C.E.F.

Date of Discharge—June 3rd, 1916.

Place of Discharge—Blankville, Ont., Canada.

1. DESCRIPTION AT THE TIME OF DISCHARGE.

	Descriptive Marks
Age—27 years 0 months. Height—6 feet 0 inches. Complexion—Fair. Eyes—Blue. Hair—Black. Trade—Bank Clerk. Intended place of residence (To be given as fully as practicable.) 345 Spring St., Milton, Ont.	Scar above left eye.

2. The above-named man is discharged in consequence of

Medically Unfit.

N.B.—The cause of discharge must be worded as prescribed in the King's Regulations and be identified with that on the character certificate. If discharged by superior authority, the number and date of the letter to be quoted.

To be in the handwriting of the Commanding Officer, who will himself make identical entries on the character certificate and initial them.

3. Conduct and character while in the service have been, according to the records, etc.

Very good. (N.L.M.)

N.B.—This will be assessed when practicable, by the Commanding Officer, in the presence of the soldier and the Officer Commanding his Squadron, Battery or Company.

4. Special qualifications for employment in civil life. (Vide para. 332, K.R. & O. Canada.)

Chauffeur (N.L.M.)

5. He is in possession of the following number of G.C. Badges:

No reference to G.C. Badges is to be made on either the discharge or character certificate.

6. Medals and Decorations.....	....	To be copied by the Commanding Officer on to the parchment Discharge Certificate.

7. His account is correctly balanced, and signed by the Officer Commanding his Company. (Squadron or Battery), and I have impartially enquired into all matters brought before me in accordance with Regulations.

(Place)—Blankville, Ont. (Sgd.) N. L. Merritt.

(Date)—June 3rd, 1916. Commanding 136th O's Bttn. C.E.F.

8. **Certificate to be signed by the Soldier on Discharge**

I hereby acknowledge that I received all my Pay, Allowances and Clothing, and all just demands, up to the present date, subject to the reservations of the claims noted on the third page.

(Place)—Blankville. (Sgd.) C. R. AMES (Signature of Soldier.)

(Date)—June 3rd. (Sgd.) H. E. ACLAND (Signature of Witness.)

When a soldier is absent through illness or any other cause and it is not desirable to forward these proceedings to him for signature, a manuscript copy should be sent for the man to sign, and when returned, should be attached here.

9. **Additional Certificate in the case of a Soldier who takes his discharge on his own request.**

I hereby declare that I do of my own free will request to be discharged from His Majesty's Service.

.....(Signature of Soldier.)

10. **Statement of Service.**

Service toward Engagement to....(the date to which the Record of Service is completed)..years..days.

Total..years..days.

11. ***Confirmation of Discharge.***

The discharge of the above-named man is hereby confirmed.

(Place)—Blankville, Ont. (Sgd.)

(Signature) N. L. MERRITT,
Lt.-Col.
O.C. 136th O's Bttn. C.E.F.

(Date)—June 3rd, 1916.

Reservations referred to at Para. 8.

(To be signed by the soldier. When there are none, it is to be so stated, and signed by the soldier.)

LIST OF DISCHARGE DOCUMENTS.

Reg. Conduct Sheet.....Militia Form B. 263

Squadron / Battery / Company } Conduct Sheet, Militia Form B. 263a

Copies of Convictions, by C.P.....in MS.

Med. Hist. Sheets.....Militia Form B. 313

Medical Report for Invalid*...Militia Form B. 227

Statement of Man's Account on Transfer and Last Pay Certificate..Militia Form D.877 or M.F.W.44

*Only if discharged "Medically unfit."

Attestation Paper.....Militia Form B. 235

Proceedings on Discharge....Militia Form B. 218

Casualty Form.....Militia Form W. 54

In the case of recruits who are rejected on final approval, the discharge documents will consist of

(a) Proceedings on Discharge.

(b) Attestation.

(c) Medical History Sheet (in the event of such having been prepared.)

N.B.—In the case of a man discharged by purchase, the date and number of Deposit Receipt with amount of same is to be noted hereon.

*INSTRUCTIONS REGARDING PART II OF ORDERS.

The Adjutant is, of course, responsible for the preparation and distribution of this form; but the Paymaster should check same and point out any mistake to the Adjutant and have the same corrected.

The orders issued on Militia Form D873, also called Army Form O 1810, see Appendix IV. Financial Instructions.

All casualties affecting pay are to be shown on this form, which is to be rendered whenever necessary, but at least once a week. If no casualties are to be reported, then a "Nil" return should be issued.

Part II of Orders are to be numbered consecutively from 1 up. When this is done an order cannot be missed.

The following casualties are to be shown in Part II of Orders:

1. Strength—Men taken on.
   Men discharged.
   Men transferred.

2. Promotions or reductions.

3. Punishments, nature and date of crime, award and by whom tried, to be shown.

4. Absence without leave, date and time of absence and return to be shown. Note: 6 hours constitute 1 day; but if a man is absent for 12 hours and over, and the absence is partly in each of 2 days, the man is mulct 2 days pay; if over 6 and under 12 hours, only 1 day. For example: a man absent from 11 p.m. one day to 10.50 a.m. the next day is mulct 1 day. If he does not return till 11 a.m. he would be mulct 2 days.

5. Men sent into the Hospital and also when they rejoin.

6. Fines can only be awarded for drunkenness and then only on the official scale laid down.

7. Officer, N.C.Os and men granted leave of absence; only necessary where leave is for one or more complete days.

Note: In making an entry, full particulars of each man should be shown and the greatest care taken that the particulars are correct, viz., number, rank, Christian and Surname and also Company.

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*Also see references to Part II of Orders on page 5, para. 8 and page 9.

SPECIMEN SHEET

Each issue of orders will be numbered consecutively throughout the year. A fresh series will be commenced with the first issue in each year.

Unit 350th Battalion C.E.Force.

DAILY ORDERS, PART II.

No. 1
Station Ottawa.
Date 1st January, 1916.

Sub. No. of Order.	Subject	Regimental No. Rank and Name.	Squadron Battery or Co.	Particulars of Casualties, etc., and Date.
1.	Strength....	156 Pte. O. Lewis.....	A.	Was this day attested, posted to "A" Company and assigned No. 156.
2.	Promotion..	34 Corpl. A. Taylor.....	C.	Promoted Provisional Sergeant, with effect from 31st Dec. 1915 to complete establishment.
3.	Absence....	12 Pte. A. Brown.....	B.	(a) Absent without leave from 10 p.m. 31-12-15 to 6 a.m. 1-1-16. (b) Forfeits 1 days pay. (c) Awarded 7 days C.B.
4.	Absence....	29 Pte. J. Jones.....	B.	Having been absent without leave since 10th December, 1915, was this day declared by a Court of Inquiry to be illegally absent and is struck off the strength as a deserter accordingly.
5.	Strength....	78 Pte. A. Thomas.....	D.	Having been discharged this date under the provisions of Para. 322 (7) K.R. & O. 1910, is struck off the strength accordingly.
6.	Absence....	100 Pte. R. Smith.....	C.	Absent from 10 p.m. 26-12-15 to 2 a.m. 31-12-15, sentenced to 144 hours detention. Forfeits 6 days pay. (Total forfeiture 12 days pay).
7.	Drunkenness	54 Pte. R. Wilson.....	B.	Drunk returning to Barracks. This being the 3rd offence of this nature, and the last preceding offence being within the past 3 months, he is fined $6.00.
8.	Hospital....	86 T. Baker.....	D.	Having been admitted to hospital suffering with Venereal Disease, becomes liable to 50 cents per diem Hospital Stoppages and forfeits Field Allowance, until discharged from hospital as recovered from such.

N.B.—Copies to be sent weekly and on last day of each month to Officer i/c Records and Paymaster (Para. 1484A. K.R. & O. 1910).

Mil. Form D. 873.

(Sgd.) D. R. Brown, Captain.
Officer Commanding or Adjutant.

APPENDIX VIII

REGULATIONS REGARDING CANTEENS AND INSTITUTES

Canteens.

Headquarters, Ottawa, 6th January, 1916.

Instructions regarding Organization and management of Regimental *Canteens and Institutes referred to in circular letter this* date.

Irregularities and misconceptions having arisen in respect to the conduct of Canteens, it has been found necessary to draw attention to the Rules which govern them in Canada and to emphasize the need of observing those Rules.

The principles to be recognized and acted upon are:—

1. The Canteen is established, not for the purpose of making money or for the purpose of accumulating a large fund for the future, but for the purpose of providing the troops with the best articles at the lowest prices, without limiting their right to resort to other shops or markets, and to provide means for their immediate recreation and amusement.

2. The Canteen is to be absolutely "dry" in the sense that nothing of an intoxicating nature is to be used or sold or kept in it.

3. The management and the service in connection with the Canteen are to be conducted by officers and soldiers only and no civilian is to be employed in it or to have any interest in it.

4. The Commanding Officer is responsible to superior authority for the proper management of the Canteen (as well as for the management of every other regimental institution) and such responsibility is in no way lessened by the fact that a Committee has been appointed to assist in the management and supervision, or that a Committee has been appointed to audit its accounts. Moreover, the general management of a unit's Canteen is subject to frequent and systematic supervision by the Commanders of the brigade, district and divisional area within which the unit is serving.

5. The Canteen steward is in no way to be regarded as the manager of the Canteen but only as the assistant of the Committee and as head salesman, charged with the duties of receiving the goods ordered by the Committee, and dispensing and accounting for the same under the rules and directions laid down by the Committee.

6. The daily takings should be handed over by the Steward to the Treasurer or the President of the Committee not less frequently than once a day. All receipts should be deposited in a Bank daily to the credit of the Canteen Committee, and all cheques should be countersigned by the Commanding Officer.

7. Tradesmen's and other bills and accounts should be closed up and paid not later than the end of each month.

8. A scale of prices of all articles on sale should be posted up in the Canteen for the information of purchasers. Such scale should invariably be approved by the Commanding Officer.

9. Goods should be purchased from such tradesmen only as the Commanding Officer has approved, and orders for goods should invariably be in writing and signed by the President of the Committee.

10. Officers entrusted with the duty of organizing units for Active Service should be careful to "Start right" when establishing Canteens and other regimental institutions. A disregard of that principle has led to much trouble in the past.

11. These rules are supplementary to those already laid down for the conduct of "Dry Canteens," and are not intended to supersede them.

The following paragraphs of K.R. & O. (C.M. 1910) are to be noted.

52. "Commanding Officers are responsible for the proper application of all regimental funds, and will supervise and control the committees formed for their management."

702. "The duties of quartermaster and paymaster should not be combined in one person, whenever it can possibly be avoided. **Quartermasters and paymasters will not preside over committees for the management of mess, band, institute, or other regimental funds** nor should the moneys of any of these funds be placed in their custody."

945. "Detachments which have no separate canteen, grocery shop or coffee room, should be permitted to use those belonging to another corps."

946. "Particulars relating to the management of institutes are contained in "Rules for the Management of Garrison and Regimental Institutes."

947. "All premises of the institute will be visited frequently by the Commanding Officer, occasionally by the Medical officer doing duty with the Unit, and daily by the captain or subaltern of the day."

948. "A committee of management of three Officers will be appointed by the Commanding Officer under whose orders they will act. The president should, if possible, be a field Officer. A Commanding Officer may appoint himself president. **No Officer of the regimental staff should be a member**, and not more than one member should be changed at a time."

949. Not material.

950. "Defaulters will be excluded from the canteen, except during one hour only in each day to be fixed by the Commanding Officer."

951. "Men attending hospital and doing light duty will be excluded from the canteen, unless the written permission of the medical officer has been given."

952. "Officers and soldiers with their families and servants are the only persons permitted to purchase articles at any of the branches of the institute. No civilians are to be allowed to purchase articles at any of the establishments at any time."

953. "All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of, or on behalf of, persons not so entitled."

954. "The Commanding Officer may permit soldiers to introduce male friends into the coffee room, on condition that they leave the barracks on the sounding of the first post of tattoo. The person who introduces a friend will be responsible for his good behaviour. The Commanding Officer may exclude any individual at any time."

955. "Nothing in these regulations or in the King's Regulations and Orders for the Army, so far as they relate to the establishment of canteens is to be understood as permitting the sale within the limits of camp grounds during the annual training of the Militia of Canada, of spirituous (to include wine) or malt liquors of any kind; their sale within such limits being strictly prohibited."

956. "Officers Commanding camps of instruction of the Active Militia will be held responsible that the above order is carried out, and they, together with the Officers Commanding units of the active Militia, will in those districts where the law so directs, be liable to prosecution in respect of any liquor sold in tents or other premises subject to their control in addition to such penalty as may be inflicted for a breach of military discipline."

12. Extract from General Order 43 as amended by Circular letter dated 28th October, 1915, (H.Q. 591-1-2) relating to Dry Canteens.

Sec. 2. "These canteens to be organized, administered and carried on under the supervisional direction of the Officer Commanding the Unit, or a committee appointed by him. They are to be inspected daily by an Officer, and once a week by the commanding officer or other officer appointed by him at which inspection the books, accounts and vouchers and also an audited cash statement are to be submitted."

13. Militia Order No. 533, 6th December, 1915.

"No spirituous or alcholic liquor is to be brought into, sold or drunk in any Mess whether of Officers, or Non-Commissioned Officers, or Men's Canteens, of any Unit of the Permanent Force, Active Militia, or Canadian Expeditionary Force serving in Canada, nor shall any such liquor be brought into, sold or drunk at any military entertainment given elsewhere than in a Mess or Canteen."

ORGANIZATION AND ADMINISTRATION C.E.F. UNITS

APPENDIX IX

RETURNS AND STATES.

SPECIMEN

SUMMARY OF RETURNS REQUIRED BY DIVISIONAL OR DISTRICT HEADQUARTERS.

from Units of Canadian Expeditionary Force.

Designation of Return	How often Rendered	When due at Div. Office	No. of Copies O.C., Units to render	REMARKS
1. Parade State.....	Daily	.....	One	
2. Recruiting Returns. (a) Telegraphic or Telephonic statement as to number recruits for preceding 15 days. (b) Semi-monthly statement of Recruiting, M.F.B.462.....	Semi-monthly do	15th and last days of each month. 15th and last days of each month.	..... Two	Information to reach Divisional Office by noon on days specified. Specimen form attached.
3. Returns of Strength. (a) Semi-monthly statement showing strength of Units of C.E.F. (b) Monthly statement of Strength, C.E.F. Units and locations. (Lettergram)	do Monthly	15th and last days of each month. Last day of each month.	Two Lettergram	Specimen form attached. Information to reach Divisional Office by noon on day specified.
4. Semi-monthly Progress Return, Battalions, Billeting and Recruiting, Winter, 1915.	Semi-monthly	15th and last days of each month.	Two	Specimen form attached. (Only to be sent in by Battalions billeting)
5. Monthly List of Officers on strength of C.E.F. Units.....	Monthly	Last day of each month.	Three	Specimen form attached.
6. Monthly Return of List of changes of addresses of next-of-kin of Officers, N.C.O.'s and Men.	Monthly	Third day of each month.	Two	Specimen form attached.

Note.—For instructions regarding the rendering of Documents and Records, Officers, and Men, C.E.F. (See Appendix VII).

SPECIMEN

Division

District

SEMI-MONTHLY RETURN OF RECRUITING.

Half Month Ending.....19.....

Previous Total	Recruiting Centre	Unit Recruited for	Unit Recruited from	Number Recruited	Canadian	English	Scotch	Irish	Russian	Other Nat's	Total	Remarks

M.F.B.462.

SPECIMEN

STATEMENT SHOWING THE STRENGTH OF UNITS OF THE CANADIAN EXPEDITIONARY FORCE NOW BEING MOBILIZED IN THE.....DIVISION OR DISTRICT AREA FOR THE HALF MONTH ENDING.....1916.

UNIT	Numbers at and location of Concentration Camps or Centres		Numbers at and location of Mobilization Centres		Drafts sent Overseas during the ensuing half month.			TOTAL.		REMARKS.
	Officers	Other Ranks	Officers	Other Ranks	Officers	Other Ranks	Date	Officers	Other Ranks	

Note.—This return is to be forwarded to the A.A.G.....Division or District, on the last day of each month and the 14th of each month.

Signature and Date.....

SPECIMEN

FORTNIGHTLY PROGRESS REPORT.

for half month ending.....1916.

Names of Officers and N.C.Os employed.	Names of Recruiting Centres.	Numbers enrolled.	Progress of Clothing and Equipment.

.....Lieut.-Colonel.

Commanding.....(unit).

SPECIMEN

Unit.....

Date.....

COMPLETE LIST OF OFFICERS.

Name	Rank and Corps in Active Militia.	Rank and Unit in C.E.F.	Authority	Remarks

.....

Commanding.....(Unit)

N.B.—To be compiled and rendered to Headquarters, 2nd Division, on the last day of each month.

SPECIMEN

MONTHLY RETURN OF LIST OF CHANGES

CHANGES IN ADDRESSES OF NEXT-OF-KIN OF OFFICERS, N.C.Os. AND MEN—C.E.F.

Regt. No.	Rank	Name	Address of next-of-kin shown on Attestation Paper or Officer's Declaration Paper.	New address of next-of-kin.

.....Commanding.

APPENDIX X

MISCELLANEOUS REGULATIONS AND INSTRUCTIONS ISSUED FROM TIME TO TIME BY MILITIA HEADQUARTERS, OTTAWA, STILL IN EFFECT.

Dogs Accompanying Overseas Units.

It is pointed out for the information of all concerned that dogs are not to be permitted to accompany any of the officers or men of any unit proceeding overseas as they cannot land in England and are usually left on shipboard where they are either destroyed or turned loose on the ship's arrival at a Canadian Port and so lost. (H.Q. G54-21-16-9, vol. 2, dated 11/6/15.)

Granting of Warrant Rank.

Warrant Rank will not be granted to any N.C.Os. of the Canadian Expeditionary Force in Canada, promotion of Sergeants-Major to this rank can only be considered after arrival in England.

Badges of Rank.

Under Canadian Regulations badges of rank are worn on the shoulder strap but under Imperial Regulations they are worn on the sleeve.

Inasmuch as the Canadian Expeditionary Forces on leaving Canada, pass under the control of the Imperial Authorities, badges of rank in the case of officers of the Canadian Expeditionary Forces should be worn on the sleeve, and this change must be made before proceeding overseas.

Solicitation of Subscriptions by Units of the C.E.F.

It has been brought to the attention of Headquarters, Ottawa, that units for Overseas Service are soliciting subscriptions from the public for the purchase of articles of equipment, band instruments, etc., and the creation of a Regimental Fund, and it has been reported that some units have charged an admission fee to witness parades, etc., for such purposes.

The practice above referred to does not commend itself and no appeals for subscriptions will be permitted except with the express permission obtained beforehand from the Militia Council, through the proper channel.

Units of the Overseas Forces are supplied by the Department with everything necessary for their equipment and it should not be necessary to appeal to the public for assistance. (H.Q. 54-21-33-71).

Appointment of N.C.Os to the C.E.F.

All N.C.Os appointed to the C.E.F. will hold provisional appointments only, so that they can be reverted at any time when the interests of the service so require. They will not be confirmed in rank until after the unit arrives in England.

Working Pay.

The following is a copy of a recent Order in Council respecting working pay:

The Committee of the Privy Council have had before them a report, dated 1st November, 1915, from the Minister of Militia and Defence, stating, with reference to Order in Council No. 2264 of 3rd September, 1914, fixing rates of pay for the Canadian Expeditionary Force, that when these rates were under consideration in the Department of Militia, and Defence, it was represented that working pay for cooks, tailors, bakers, butchers, motor car drivers, mechanics, smiths, farriers, wheelers, and such like, at rates varying from 50c. to $1.00 a day in addition to the ordinary rate was necessary in order to induce the men of those trades to enlist, and accordingly this extra pay was recommended and approved.

In the light of further experience, however, it is now considered advisable to cancel this working pay, as those who are drawing it have as a rule easier and less dangerous tasks to perform than the men in the trenches, who do not receive it. Furthermore, no difficulty is now anticipated in recruiting men of these trades.

The Minister, therefore, recommended that beginning with 1st January, 1916, that part of the Order in Council of 3rd September, 1914, authorizing working pay be cancelled, and those in receipt of same who are unwilling to continue on the ordinary rates be allowed to take their discharges as soon as their places can be filled.

Medical Care of the Feet of Men of Units of the C.E.F.

Attention has been called to the great importance of having the feet of the men of all units of the C.E.F. carefully inspected at least once a month, with a view to the detection and correction of any conditions which may lead to impairment of efficiency.

The Medical Officers of all units concerned should, as part of their duties, give such instructions to the men under their charge as may be necessary to assist them in caring for their feet. A number of men in the proportion of at least two per infantry Company should be specially instructed in Chiropody, in order that they may render assistance to the Medical Officer in carrying out this special service. (H.Q. 54-21-37-3.)

Soldiers Medically Unfit detained pending Discharge.

In cases where soldiers belonging to Unit of the C.E.F., which has not yet proceeded abroad, are found medically unfit for future military service and are detained in a hospital or sent to a convalescent home, etc., pending final disposal and discharge, they may be struck off the strength of their unit and placed under the direct orders of the A.A.G. Division or District.

For the purpose of pay their Paymaster will forward the Last Pay Certificate to the Divisional or District Paymaster where future payments will be made until such time as they are discharged with pension or fit to resume their civilian occupation and final settlement made.

Separation Allowance in connection with men who marry after enlistment.

Certified Copy of a Report of the Committee of the Privy Council, approved by His Royal Highness the Governor General on the 28th January, 1915.

The Committee of the Privy Council have had before them a report, dated 23rd January, 1915, from the Acting Minister of Militia and Defence, stating that applications have been received from men who have enlisted in the Corps raised for Overseas Service to be allowed to marry and to have their wives placed on the separation Allowance list, and that many have already married since enlistment without asking permission and are claiming this allowance.

The Minister observes that these applications have hitherto been refused on the ground that the Separation Allowance was intended to provide for families of married men who has enlisted as such and whose families would, otherwise, be in want or become a heavy burden on the Patriotic Fund, and that it was not the Government's intention to encourage the men to marry after enlistment as that would increase the already heavy expenditure under Separation Allowance, and in case of the soldier's death would necessitate placing his widow on the pension list.

As, however, the applications hitherto received are from men who had, prior to enlistment, given a promise to marry, the Minister recommends that, in consideration of this and the sudden call for volunteers permission to marry be granted provided the application has the recommendation of the Officer Commanding the Corps in which the man is serving and that the marriage takes place within twenty days after the application of this Order, and that, as regards application of this kind from men enlisting hereafter, permission be granted only to those who apply at the time of enlistment and that if not married within twenty days thereafter the permission be cancelled.

If a man marries after twenty days of enlistment and reasons exist which entitle him to special consideration, O.Cs should submit a report of the case for consideration of Militia Headquarters, Ottawa, who may grant Separation Allowance as a Special Case.

Kit Bags to be carried by men on train.

Officers commanding Overseas Units, prior to leaving to embark for overseas, will see that each man carries his kit bag with him on the train, as if they are stored in the baggage car the embarking of troops is delayed, owing to these kit bags having to be distributed to the men before going on board.

Drawing Balance of Ordnance Stores at Embarkation Point.

Officers in charge of units or drafts leaving for Overseas should, immediately the point of embarkation is reached, get into communication with the Ordnance Officer at that point with a view to drawing from Ordnance Stores any additional stores which have been sent to that point for the unit concerned.

APPENDIX XI

Training Manuals.

1. A supply of the undermentioned Training Manuals are sent from Militia Headquarters, Ottawa, shortly after authority has been granted to raise a Unit of the C.E.F.

Infantry Training.
Musketry Regulations, Parts I and II.
Field Service Regulations, Parts I and II.
Field Service Pocket Book.
Training and Manual Regulations.
Manual of Military Law.
King's Regulations and Orders "Imperial."
Rifle and Musketry Exercises, Ross Rifle.
Handbook Canadian Service Rifle, Part I.
Manual of Ceremonial.
Trumpet or Bugle Sounds.
Instructions in Bayonet Fighting.
Manual Field Engineering.
Engineer Training.
Manual Elementary Military Hygiene.
Manual of Map Reading.
Training Manual Signalling.
Field Service Manual (Infantry.)
Army Book 153. (Field Message Book, Dismounted Officers.)
Army Book 155. (Field Message Book, Mounted Officers.)

2. Militia Books and Forms.

A supply of the undermentioned Militia Books and Forms can be obtained on application to the Divisional Office.

New Series.	Former No.	Subject.
B.207	C.29	Memorandum Form, 6½ x 9.
B.211	C.72	Envelopes, blue, 11¼ x 5.
B.215	C.17	State, marching In and Out.
B.218	B.99	Discharge, Proceedings on.
B.220	A.43	Court-Martial, Orders, for Assembly.
B.222	B.116	Detention Barracks; Commitment to, by Officer Commanding (Order to Officer or N.C.O. in charge of).
B.224	B.32	Minor-Offence Report.
B.227	B.129	Medical History of an Invalid.
B.229	B.146	Test-Messages for Signallers (Pads of 100).
B.234	C.69	Envelopes, Blue, 9 x 4.
B.237	B.25 and C.113	Guard Report.
B.239	C.80	Correspondence sheets, 8 x 13, with heading.
B.259	B.12	Court of Enquiry, Declaration of.
B.263	B.17	Conduct Sheet, Regimental.
B.263a	B.17	Conduct Sheet, Sqd., Troop, Battery or Company.
B.263b	B.22	Conduct Sheet, Instructions and Specimen Sheet.
B.263c	New Form.	Follow Sheets to B.263.
B.263d	do	Follow sheets to B.263a.
B.264	B.14	Charge Report.
B.273	B.1	Absentee Report.
B.289	C.23	Parade State, daily, all arms except Units of the Permanent Force; (see also Militia Book No. 67).
B.292	B.34 and C.93	Sick Report, Morning.
B.297	B.42	Drunkenness; Scales of Fines for.
B.303	B.54	Board of Officers, or Committee, or Court of Enquiry; Proceedings of.
B.305	C.212	Telegraphs and Signals; Message Form "A" (pads of 100).
B.307	New Form.	Church Parade State; Weekly.
B.312	A.4	Court-Martial; Memo for guidance at.
B.313	B.63	Medical History Sheet.
B.321	B.9	Court-Martial; Application for.
B.322	B.24	Furlough, Authority granting.
B.341	C.16	Tattoo, Absentee Report.
B.355	B.44	Court-Martial; Statement of Character, Particulars of Service and Schedule of Convictions of Prisoner.
B.356	B.153	Deserter; Description to Chief of Police.
B.418	New Form.	Army Telegraphs and Signals; Message Form "C" (Pads of 25 originals and 25 duplicates).
B.440	do	Correspondence Sheets, 4to., with Heading.
B.462	do	Recruiting; Semi-monthly Return of.
B.463	do	Recruiting; Statement of Results for half month to 16th day.
B.463a	do	Recruiting; Statement of Results for 17th day to end of month.

New Series.	Former No.	Subject.
B.464	New Form.	Envelopes, white, 9 x 4, addressed: Headquarters.....Division or (District).
C.501	A.29, A.30, etc.	Forms and Books, Militia, Classified List and Requisition for.
C.502	New Form.	Forms and Books, Militia; Short Form of Demand for.
C.548	C.114	Size Roll; Special.
C.550	New Form.	Stationery. Demand Form and List of.
C.552	C.23	Provisions, etc.; Demand for Rations of. (Pads of 100).
C.566	C.32	Size-Roll for Clothing of stock sizes. (Pads of 100).
C.573	O.3	Stores; General Equipment Indent. (Pads of 100).
C.574	O.4	Stores; Issue and Receipt Vouchers. (Pads of 100).
C.615	New Form.	Stores; medical; Requisition for. (Pads of 100).
D.811	C.52 and C.53	Travelling and Hotel Expenses; Claim for.
D.817	B.5a	Canteen; Stock Account and Proof of Cash (Monthly Return).
D.817a	B.5b	Canteen; Abstract of Receipt and Expenditures. (Monthly Return).
D.840	C.83	General Allowance Claim.
D.863	Acct. Br. 27	Postage Account, monthly.
D.873	New Form.	Promotions, Casualties, etc. (Pt.II), Regimental Orders.
No. 4	B.69	Cash Book and Ledger, Troop, Battery or Company (4to, 150 folios).
No. 11	C.76	Guard Book, 11½ x 17.
No. 14	B.97	Recruits, Register of (200 folios).
No. 15	B.132	Duty-Roster, Officers; Permanent Force (120 pages).
No. 16	C.100	Rations; Requisition for (100 per book).
No. 17	B.113	Memo-Book (daily); Orderly-Sergeants' (5½ x 8).
No. 18	B.112	Duty-Roster, Orderly-Sergeants' (f'cap., 2 qrs.)
No. 28	C.176	Nominal Roll and Attendance at Drill; Company (50 folios).
No. 30	C.22	Guard-Room, 10 x 15½.
No. 33	B.73	Cells, Visiting Officers' Book (f'cap, 100 pages).
No. 35	C.27	Correspondence, documentary, Register of (f'cap, 150 folios.)
No. 36	C.92	Order-Book, 8 x 5 (300 pages).
No. 38	B.152	Orderly's Book; Battery or Company.
No. 40	C.105	Defaulter's Book (other than Permanent Force) 150 sheets.
No. 42	B.121	Officers' Service; Record of.
No. 43	B.154	Conduct Sheets, cover of.
No. 44	B.71	Portfolio for Papers (f'cap).
No. 46	C.123	Postage, Register of (f'cap, 300 pages).
No. 49	B.70	Cash Account, Pay-Sergeants, 6 x 8½ (100 folios).
No. 50	New Book	Equipment Ledger; all non-permanent Units (artillery, clothing and personal equipment only) (8-page book).
No. 50f	do	Appendix to Equipment (Mil. Book 50), all non-permanent Units (42-page Book).
No. 54	do	Squadron, Battery or Company Book (f'cap 100 folios).
No. 60	do	Plain foolscap book (3 qr).
No. 62	do	Section Pocket-Book.
No. 63	do	Pass; temporary absence from Quarters (100 per book).
No. 68	do	Courts of Enquiry, Record of Declaration (f'cap book, 2 qrs.).
No. 69	B.68	Casualty Book.
W.5	New Form.	Receipts for Payments. (C.E.F. Paymasters).
W.6	do	Statement of amount received and expended by Paymaster. (C.E.F. Paymasters).
W.7	do	Pay-List of Officers, N.C.O.'s and Men (C.E.F. Paymasters).
W.7a	do	Pay-List of Officers, (Inside Sheets). (C.E.F. Paymasters).
W.10	do	Assigned—Pay Cards; for Name, Corps, Address, etc., of Soldier.
W.13	do	Field State.
W.14	do	Field Return.
W.20	do	Sheets for Preparation of Nominal Roll.
W.23	do	Attestation Paper, C.E.F.
W.29	do	Medical Report on Recruits.
W.30	do	Separation—Allowance Cards; for Name, Corps, Address, etc., of Soldier.
W.38	do	Transportation at reduced rates; special Certificate for C.E.F. Soldiers.
W.39	do	Discharge Certificate, C.E.F.
W.43	do	Special Parade-State; Battalion or Battery.
W.44	do	Last-Pay Certificate.
W.51	do	Officers' Declaration Paper
W.54	do	Casualty Return, by Unit, Regiment or Corps.
W.61	do	Recruits; Particulars to be given by Recruiting Officer, for information of Regimental Paymaster.
W.66	do	Return, monthly, changes of addresses of next of kin, N.C.Os and Men, C.E.F.
W.67	do	Particulars of families of officers and men enlisted in C.E.F.

STATIONERY FOR CANADIAN EXPEDITIONARY FORCE—SCALE OF ISSUE

The following scale of issue of stationery for C.E.F. Overseas Units has been approved and on the formation of such Units demand will be made on the Government Stationery Office, without delay, for the supply of such articles. Anything supplementary which may be required or in excess of this Allowance, will have to be made the subject of a special demand forwarded through the O.C. of the Division or District with his remarks, and such application will be looked into. Articles as per Column 1 will issue to Infantry or Pioneer Battalions, Engineer Training Depot; articles as per Column No. 2 will issue to C.M.R. Sqdn., Battery of Field Artillery, Battery of Siege Artillery, Cyclist Company, Field Artillery Brigade Ammunition Column, Army Service Corps Depot, Section Field Ambulance, Hospital (General, Field or Stationary), Tunnelling Co.

Notification will be given in Militia Orders as to issue of stationery to new Units not here mentioned and which may be authorized from time to time.

(H.Q. 445-1-10.)

Article Number	BOOKS AND PAPER PADS	No. 1	No. 2
1	Books, foolscap, 8 x 13, feint lines, ½ qr., plain	2	2
2	do do do for $ and cts.	2	2
3	do do do 1 qr., plain	2	2
4	do do do for $ and cts.	2	2
5	do do do 2 qrs., plain	2	1
6	do do do for $ and cts.	2	1
11	Books, index, 8 x 13, 2 pages to the letter	10	4
12	do 4 x 13, do	10	4
13	Books, 4to. large, 8 x 10, feint lines, 288 pages, plain	2	2
14	do do do for $ and cts.	2	2
15	Books, 8vo. small, 4 x 6½, feint lines, 80 pages, plain	5	2
16	do do do for $ and cts.	5	2
18	Books, memoranda, 3 x 5, sectional lines, 200 pages, No. 792	12	6
19	Books, shorthand, stitched, feint lines, 63 x 10½, 96 pages	12	6
20	Scratch pads, No. 1, plain, 3¼ x 5, 100 sheets	30	12
21	do No. 3, plain, 43 x 7, 75 sheets	24	12
22	do No. 5, feint lines, 5½ x 9, 50 sheets	18	12
23	do No. 6, plain, 8 x 10, 50 sheets	12	6
24	do No. 6, feint lines, 8 x 10, 50 sheets	12	6
25	do Special, plain Parliamentary paper, 6½ x 10, 100 sheets	12	6
	PAPER.		
26	Foolscap, white, feint lines, 480 double sheets to the ream	1 Rm.	½ Rm.
27	do do do 960 single sheets to the ream	1 Rm.	1 Rm.
28	do plain, 480 sheets to the ream	1 Rm.	½ Rm.
29	do 960 single sheets to the ream	1	1
30	do medium thick plain (Earnscliffe Linen Bond, No. 104), 500 single sheets to box	5	3
31	do thin sheets (No. 111)—for carbon copies—500 single sheets to the box	10	6
35	Blotting, 18 x 24, thick	96 sheets.	48
36	Semi-carbon sheets, black, foolscap size (13 x 8), 100 to the box	3	2
	PENS AND PENCILS.		
37	Pens, J., Broad (Heath's), ½ gross box	1	1
38	do Telephone, fine (Heath's), ½ gross box	1	1
39	do Postal Telegraph, fine (turned up point), No. 1880 (Heath's), ½ gross box	1	1
40	do Relief, No. 314 broad (Easterbrook's), ½ gross box	1	1
41	do Double Elastic, No. 135 (Easterbrook's), ½ gross box	1	1
42	do Red Ink, fine (Mitchell's), ½ gross box	1	1
45	Pencils, B, soft, "Orloff," or "Canada's Pride"	30	16
46	do H.B. (harder than B) "Orloff," or Canada's Pride"	30	16
47	do H. (hard) "Orloff," or "Canada's Pride"	30	16
48	do red and blue chalk	30	12
49	do Venus, hard, No. 162 (copying)	30	16
51	Ink, blue-black, not copying, pint bottle	6	2
52	do do copying, pint bottle	1	1
53	do red, pint bottle	2	2
54	Mucilage, quart bottle	2	1

Stationery for Canadian Expeditionary Force, Etc.—Continued.

Article Number	STATIONERY, Etc.	No. 1.	No. 2.
	PAPER FASTENERS.		
55	No. 1, ¼ in., McGill's, flat or round heads, 100 per box	1	1
56	No. 2, ½ in. do do do	2	1
57	No. 3, ¾ in. do do do	1	1
58	No. 4, 1 in. do do do	1	1
59	Niagara Clips, 100 per box	12	6
	ELASTIC BANDS		
60	No. 80, assorted lengths (2 in. to 3½ in.), ¼ in. wide, ½ gross box	1	1
61	do do ¼ do ½ do	1	..
62	No. 32, 3 ins. long, ⅛ in. wide, 1 gross box	1	1
63	No. 12, 2 ins. long, thread, 1 gross box	1	..
64	No. —, 6 ins. long, thread, 1 gross box	1	1
	ERASERS.		
66	Comet (for typewriter), rubber with brush	3	2
67	Ideal, soft, No. 24 (Faber's)	6	4
68	Ink and pencil, large (Faber's)	4	2
	SUNDRIES.		
69	Pins, pyramids, 300 to a pyramid	12	6
70	Sealing wax, red, sticks	1	1
71	Ribbons, typewriters (state machine), black copying, blue	4 per machine.	
72	do do Bichrome or Trichrome (when machines adapted for)		
73	Twine, fine balls	2	1
74	do medium balls	2	1
	do coarse balls	2	1
	Pencil rubber tips	18	8
	Binding cases, foolscap size, No. 18	15	5
	do 4to, No. 12	5	3
79	5 years. Inkstand, glass, single bottle, round, 3½ in. (No. 34)	6	4
80	8 years. Inkstand, glass, double (one piece)	6	3
81	8 years. Mucilage Reservoirs (Morgan's), No. 6, with brush	2	1
82	1 year. do do do brushes for latter	1	1
83	3 years. Blotting Paper Desk Pads, 18½ x 24½	6	3
84	8 years. do Hand Pads (Sill's)	6	3
85	do Pen Racks, spiral wire (fixture)	6	3
86	do do metal	6	3
87	5 years. Pen Wipers, metal	6	3
88	2 years. Penholders, "Korks," large	8	3
89	do do do small	8	3
90	do do Eagle Pencil Co.'s. No. 1528 (pen ejector)	8	3
91	do do Antinervous, large	8	3
92	do do do small	8	3
93	do do Taper	8	3
94	3 years. Pin Cushion, 2 x 3½	3	2
95	8 years. Bodkins (paper pierces), with eye	1	1
96	do do do without eye	1	1
97	do 1 Envelopes openers, steel, (Muckle's)	3	2
98	do Erasers, steel, long blade	4	2
99	3 years. Paper weights, 1½ lb	6	3
100	do do 1¼ lb	6	3
102	8 years. Desk baskets, wire	6	3
103	do Waste-paper baskets, wire	5	2
104	5 years. Rulers, flat, 12 in	5	1
105	do do 18 in	2	..
106	8 years. do round, 12 in. (ebony)	1	1
107	do do 18 in. (ebony)	1	2
108	3 years. Scissors, 7 in	2	1
109	do do 9 in	2	1
110	8 years. Twine boxes, metal	3	1
111	do Envelope rolling damper (Heath's)	1	1
112	1 year. Roller for latter	1	1
113	3 years. Hones	1	1

Stationery for Canadian Expeditionary Force, Etc.—Concluded.

Article Number.	STATIONERY, Etc.	No. 1	No. 2
114	8 years. Files, double spring (Beaver) 9 x 14	3	..
115	10 years. Paper Puncher ("Triumph")	3	1
116	8 years. Files, Hook or Straight Uprights	6	1
117	do do Harp (Hanging)	6	1
118	do 1 do Boards, foolscap, clip at top	6	3
119	do do do clip at side	6	3
120	do do Eclipse	6	2
121	do do Hand Clips, large	6	2
123	1 year. Ink Stamp Pads, "Excelsior," No. 2, 3 x 6, black	1	1
124	do do do do blue	1	1
125	do do do do red	1	1

Attention is drawn to Militia Order No. 22 of 10th January, 1914, respecting accounts for printing, etc., and which reads as follows:—

"The attention of the Department of Militia and Defence having been drawn to the fact that the law requires all work connected with printing, lithographing, engraving, stereotyping, etc. to be done by or through the Department of Public Printing and Stationery, on regular requisitions thereto, notification is hereby given that no accounts for such work will be sanctioned for payment, except when the expenditure has been authorized through the Department of Public Printing and Stationery.

The same course will be followed in connection with advertisements, articles of stationery or services requiring requisitions on that Department.

APPENDIX XII

INDENTS, ISSUE VOUCHERS, AND RECEIPT VOUCHERS.

PAPER read by Lieut.-Colonel A. de L. Panet, Canadian Ordnance Corps.

SENIOR ORDNANCE OFFICER, 2nd Divisional Area, Toronto, Ont., at a Conference of Officers of the 2nd Division held at Toronto on the 30th December, 1915.

Subject.

"INDENTS, ISSUE VOUCHERS, AND RECEIPT VOUCHERS".

Indents.

The definition of an indent is: A requisition by the O.C. a unit for clothing and stores required for that unit.

There are several very important points in connection with the submission of indents which are religiously disregarded by indenting officers.

To best illustrate these we will take the form and proceed to make an indent with remarks to illustrate each step.

Start at the very top of the form and there you will see bracketed "For ordnance stores and ammunition" and "For clothing and necessaries." This is starred and a footnote reads: "Stores and ammunition to be separately indented for f rom the indents for clothing and necessaries."

This instruction is usually disregarded and indents are very often a jumble of all sections of stores and clothing. While here I would point to the last line of text before coming to the body of the indent. This reads, "A separate sheet is to be used for each section of the Vocabulary." Each quartermaster of a unit, or, in smaller units the officer detailed to act as quartermaster, should have a copy of the "Canadian Priced List of Stores, Clothing and Necessaries." This is the vocabulary referred to in these notes.

Now the reason for this regulation may not be apparent, but it is important that it should be carried out, and a little disgression here on the interior economy of an Ordnance Depot may not be out of place. An Ordnance Depot is like a very large wholesale house and the work of issuing and receiving stores must be divided among a number of N.C.Os who are called "Foremen." Each foreman has a group of sections; this is a permanent arrangement and N.C.Os are specially trained for each group. This brings us back to the reason why an indent should have a separate sheet for each section and for clothing. On receipt and after the necessary approval is given the indent is divided up among the group foreman and the sheets of each section are given to the foreman affected. These sheets remain the property of the foreman and are his authority for having parted with his stock. Therefore if indents are not received correctly made out in this respect this has to be done in the Ordnance Office. It often happens that extracts to other sheets have to be made for as many as four or five sheets.

In the right hand top corner is a small space fenced off from the rest and labelled "Space for S.O. Officer's Issue order Number." This space should not be encroached upon. In it the number of the indent is placed, and in any correspondence on the subject of this indent the number given here should be quoted. The station monogram precedes the number and should also be quoted to show that the correct number is referred to. The station monogram of the Toronto depot is "T." The date of the indent should also be quoted, as these numbers begin afresh at 1 in each period of account.

The reason for quoting this indent number in correspondence is that otherwise the reply to your enquiry might refer to an entirely different indent, besides it saves time in turning up hundreds of indents to find the one referred to.

Now we come to the line "Required for the....." Strange as it may seem this line is generally filled in incorrectly.

The full title of the unit should be here inserted, it is useless to say "for the Battalion under my command." It should say "for the 199th Battalion C.E.F." or as the case may be.

Date and Station. These should be filled in, quite frequently they are omitted.

See Copy of Indent.
T
1234
1915-16.

Space headed "No. of Men, etc." This is important—very important. If the indent refers to issues to a complete unit—we will use a battalion as an illustration—insert 1117 N.C.Os and men. If the indent is for, say, chevrons for the N.C.Os of the unit the number of staff sergeants, sergeants, corporals, etc., should be shown. The information which should be shown in this space is usually either omitted or incorrectly given. I will give an instance of this incorrectness: A unit desiring 16 sets of saddlery and grooming kits for its riding horses showed in this space 1117 men. Now as 1117 men are not affected by the indent the filling in of this space in that manner was obviously absurd; if the officer preparing the indent had taken the trouble to read the heading of this space he would have seen the number of horses was wanted, therefore he should have inserted "16 riding horses." If cleaning material or appurtenances of rifles are demanded the number of rifles on charge and for which these articles are required should be shown. I think you will see this without any further explanation.

Now we come to the body of the indent. In this you will see 12 columns and each column has its own individual use, therefore no column should be used for other than the purpose intended. After an indent leaves your hands there is still considerable clerical work to be done on it. Keep the names of the articles you require strictly to column 1 and don't encroach on column 2, which has its own purpose.

See note on Indent Form.

Description of Articles, Column 1. The directions at the head are so explicit that I cannot add anything to them, but as I have said before indenting officers insist on ignoring them. I can only ask you to follow these directions closely. The number of articles wanted are sometimes put in this column. This is wrong, the column headed "Now required" is for this purpose.

See Indent
T
2016
1915-16

Establishment, column 2. This has a close connection with the space previously spoken of and the information filled in in this column is based on that given in the space. It differs in this respect: we will say we want a full issue of socks for the battalion, in the space above we show our strength at 1117 N.C.Os and men, and as each man is entitled to two pairs of socks, in this column we show "2234." The difference then is this: the space shows the establishment of the personnel, horses, guns, etc., and the column shows the establishment of articles issuable in connection therewith.

See Indent
T
2016
1915-16

The columns headed "In charge" are rarely used, except for units of the Active Militia, but they are important, and I think I can best explain their use by illustration. We will stick to the homely, though necessary, sock. Suppose you have insufficient socks to completely outfit all your men in this respect, you can best explain this by these columns. The establishment column is filled in for 2234, but when you made your first indent your strength was only 998 and was subsequently increased to 1117. You drew socks for 998 men, or 1996 pairs, fill in the "S" column with the figures 1996 and the difference is carried to the "Now required" column and shows what you want to complete. The column headed "U" refers to what has become unserviceable and has been condemned by a Board of Officers. The number should be filled in in this column. This is not important for C.E.F. units and may be disregarded as a copy of such Board is always sent to the Ordnance office to support the indent which will follow to replace, but I will continue the illustration so as to include this column.

Example

See Indent
T
2000
1915-16

The establishment of socks is, as I have said, 2234, and you have drawn 1996, but of this number a Board has condemned as unfit for further use, say 996, leaving only 1000 good. The 1000 will be shown as "S" in that column, 996 as "U" in the "U" column, leaving now required the balance between 2234 and 1000, or 1234. The latter illustration is perhaps unfortunate, as necessaries are not replaced free when worn out, but it will serve to show my meaning clearly. The column headed "R" refers to articles found requiring repair. You will not be affected by this at all.

Column headed "Now required." The use of this column has been pretty fully explained in the previous references, but I may point out that nothing but figures should be entered therein. For instance you want 10 gallons of oil or 10 lbs. of nails. The words gallons or lbs. should not be inserted in the required column but in the description of articles column—like this: "Oil lubricating, G.S. *gallons*" or "*Nails, wire, iron, 2½ inch, lbs.*" *I may add here that the fraction* of a gallon is a pint, not a quart as in civil life. Should 50 pints be required it would be correctly demanded: Gals. —pints, 6 —2. There are many such cases, such as gross—odd, dozens—odd, lbs.—oz., etc., numerical fractions are never used if it can be avoided.

The next two columns are rarely used, so I will not take up your time debating them. These columns should be left blank nevertheless.

Three columns headed "For use of the C.O.C. only." These columns are very frequently encroached upon, they seem to be commonly regarded as an adjunct to the "Remarks" column. I beg to assure you that these are the most important columns of the indent and should be left severely alone. As you all know we frequently are unable to complete an issue of any article, partial issues are made, and these columns are provided for keeping track of such partial issues.

The vacant spaces at the head of these columns are endorsed with the voucher number and, as said, the amounts issued are recorded therein until the indent is fully completed.

Column of Remarks. As I have previously pointed out if indenting officers would take the trouble, to read the directions or instructions printed on the form, these notes would be hardly necessary. It is quite possible that you do not know the authority on which articles are demanded, but there must be a reason for making the demand, and that reason should be stated. It may read "First issue," "To replace articles condemned by Board of Officers, vide proceedings dated—." "Second issue authorized by O.C. Division," etc., etc. There is a reason for everything, the reason for a demand should be stated, concisely but yet so fully as to save correspondence on the subject. An indent was received here a few days ago for 170 hair brushes; no reason was given for making this demand, no previous supply is shown; enquiry elicits the fact that this unit which is probably of a strength of 250 has already been issued with 248 of these articles. There is nothing to show why demanded, so the indent is sent back for explanation. May be there is a good and valid reason for this demand, but it must be returned for that explanation.

No unnecessary correspondence should be carried on on an indent; if necessary use a covering letter.

Now before leaving the subject of indents let me briefly summarize the points which should be emphasized.

1. Submit your indent in triplicate. Keep an office copy for reference. The triplicate copy will be returned to you to show what is approved. Do not keep the top sheet, when using carbon paper, as an office copy. Keep the fourth copy; it won't be as distinct as the top sheet (original), but it is more important that the demand should be legible than that your office copy should be.

2. Keep clothing and stores separate. The term "clothing" always includes necessaries. Don't, however, mix clothing and necessaries although they may be kept on the same sheet. The stores of one section should be on a different sheet of the indent to the stores of another section; further on I will explain how to distinguish the sections without the aid of a vocabulary.

3. Do not use unnecessarily any column of the form. Keep within the limits as I have previously explained.

4. Indents should be signed in triplicate, that is original, duplicate, and triplicate copies all signed. Some units have sent in indents signed only on the triplicate sheet. When received like this they have to be returned to the unit to be properly signed.

5. Full shipping directions should be given on each indent in order to avoid errors.

6. Indents should not be mutilated. Some have a habit of cutting the bottom of the sheet, or clipping the right lower corner of the sheet. This is wrong. The form should be sent in intact.

Distinguishing the sections. It requires very little experience to easily acquire a knowledge of this.

1. A man's personal equipment, or accoutrements, such as belts, rifle slings, valise equipment. This is one section, combined with band instruments and bugles, or trumpets. This is Sect. 1.

2. Camp equipment is Section 2. This does not, however, include blankets.

3. Signalling equipment is separate from personal equipment. Tools, cordage, and signalling and drawing stores are Section 4a, 4b, and 4c respectively.

4. Harness, saddlery and stable necessaries, with articles for repair of them (except tools) are Section 3.

5. Oil, paint, chemicals, and hardware including horseshoes and nails are section 5.

6. All barrack stores, including beds and bedding; textile stores which includes flannelette and cotton waste; also stores for musketry instruction such as tripods, are Section 6.

7. Rifles and other arms are separate from Section 1, and are known as "Small Arm Section."

There are 16 other sections of stores alone which are rarely indented for being artillery and engineer technical stores. I will not take up your time by going into detail about them, but from these latter notes you will see that stores of a similar nature are always grouped together.

Issue Orders.

An issue order differs from an indent only in not being a requisition. It is an order to issue prepared by either the Principal Ordnance Officer at Ottawa, or a Senior Ordnance Officer. The triplicate copy of this is sent to the officer in whose favour it is made, and is, to that officer, to all intents and purposes an approved indent.

Issue Vouchers

When the stores or clothing have been issued a voucher is prepared and forwarded. Five copies of these vouchers are necessary, but, as the original and duplicate only concern you, we will only deal with them. The original copy is signed by the Ordnance Officer and becomes the property of the receiving officer and should be kept as a permanent record for future reference. The duplicate is not signed by the Ordnance Officer but is stamped "Please sign and return to Ordnance Officer." As soon as the stores are received and checked this copy of the voucher should be signed and returned. No correspondence should be carried on on a voucher and no alterations made on it. If through some inadvertence the number of articles received does not agree with the number charged the voucher should not be altered but a report of the shortage should immediately be sent to the Ordnance Officer, accompanied by the packing note of the case in which the discrepancy occurs. This duplicate copy of the voucher accompanies the ledgers of the Ordnance Depot when sent up for audit. The ledgers are audited yearly and a very strict accounting is demanded. The return of the duplicate issue voucher to the Ordnance Officer should be delayed as little as possible. Sometimes a voucher is kept two or three months and then a discrepancy is reported in connection with it. This is very unfair to the Ordnance Officer, as he has by then no chance of settling the matter.

While on the subject of discrepancies I would advise against the practice of allowing irresponsible subordinates to open packing cases and check their contents. This should always be done in the presence of an officer; it is so done in the case of the C.O.C., all cases received being opened and checked in the presence of an officer or warrant officer. The average man has an idea that it is no harm to "do" the government. Of course you know, as I know, that the government is never "done" in this way. A poor private of the C.O.C. with a wife and family to support, may have to pay for the pair of boots stolen from the case by an unscrupulous subordinate employed in unpacking. A continual stocktaking is carried on in an Ordnance Depot, and even the smallest article has to be accounted for as fully as the largest. The correct number of boot laces must be found at stocktaking just as well as if they were of the value of greatcoats—every pair must be fully accounted for.

Important.

The packing notes contained in the cases should be kept until there is no question of the correctness of the entire shipment. As previously said, if any case is found short of any item the packing note should accompany the report.

Very important.

Another point in connection with discrepancies, and to which very careful attention should be paid, is whether a complete shipment is received from the railway company or other carriers. Stores should be carefully checked on receipt from the carriers, and if any shortage of packages exists the fact should be noted on both copies of shipping bill; **you sign** the copy kept by the company and insist on the representative of the company, even if it is only a teamster, **signing your copy.** This forms the basis of a claim against the company, which claim will be put forward by the Ordnance Officer as soon as the full particulars are furnished to him. Similarly if a case is broken open, or looks as if it had been tampered with, at once have a check, in the presence of the company's representative, of the contents and endorse on the shipping bills as above explained any discrepancy you find. Cases are very frequently found broken by careless handling on the part of freight carriers.

There are several terms used in connection with vouchers and indents which I understand are not generally understood, these are:—

See IV D / 124 / 1915-16

In part. Means that this is a partial issue of the indent whose number is quoted.

See IV D / 234 / 1915-16

In further part. A further partial issue but still not completing the indent, it may be a second or any installment.

See IV D / 500 / 1915-16.

In completion. Partial issues having been made, this represents the final installment.

See IV D / 234 / 1915-16

In full. The indent is completed in one single issue.

All issue vouchers will contain one or other of these terms.

See IV D / 500 or D / 124 / 1915-16

An issue voucher may contain stores demanded on one or more indents. The indent number is always given on the issue voucher. Where only one indent is affected the number is quoted in the square space at the top of the form.

See IV D / 234 / 1915-16.

Where more than one indent is affected the number of each indent appears on the line above the entry of the articles,—see sample voucher which follows.

The terms "Normal" and "Special" either of which appears on all issue vouchers only affect the posting in ordnance ledgers, so I will not take up any time to explain them.

N.I.V. This is "not in vocabulary;" it is sometimes varied by the addition of "C" i.e., "N.I.C.V." meaning "not in Canadian Vocabulary." This explains that the article demanded is not included in the Vocabulary, being something special required for a special purpose. These articles are usually purchased locally, and authority has to be obtained for the purchase and tenders called for. It takes considerable time usually to obtain such articles owing to the approval of the War Purchasing Commission having to be obtained.

Receipt Vouchers

In the small space of time allowed me it would be impossible to fully explain ordnance requirements in a receipt voucher. These are required in triplicate by an Ordnance depot. The duplicate copy is returned to you receipted when no discrepancy is found to exist. Different sections should be on separate sheets as per instructions on the form. The difficulty in respect to receipt vouchers is overcome by the use of certificate receipt vouchers which are prepared by the group foremen of the depot. One copy is always sent to the unit to support their records.

Every shipment should be covered with a statement showing who from, and what is being shipped.

It may seem strange to you that we insist that only one section should appear on one sheet of an indent or voucher and yet you probably have examples where this practice is not followed by us. This looks like not practising what you preach. Yet it is very easy of explanation. An Ordnance depot, as previously stated, is divided into four or more "groups"—this Depot has five—and each group contains a number of sections. Each of these groups has its own separate ledger, and a foreman may include in one sheet of a voucher two or more sections which may be included in the indent. This practice is not often followed unless the total number of items is very small. It cannot be done at all in dealing with another ordnance depot, as no two depots are grouped alike, the system of grouping depending on local conditions.

It may perhaps interest you to hear how the different sections are grouped at this depot.

Group "A" consists of Sections 1 and 3—practically all leather articles.

Group "B.' consists of Sections 2 and 6, camp and barrack equipment. As the foreman in charge has had a course of instruction in magazines he also has all explosives under his charge. These are Sections 22 to 27.

Group "C" consists of Sections 4 and 5 and the artillery Sections 14 to 19.

Group "D" is clothing.

Group "E" is small arms and Sections 19 and 20, targets and wagons and their various components.

The group letter always appears on vouchers, packing cases, packing notes, etc., in front of or over the number. Each group has its individual series of numbers of these, but not of indents. As previously stated indents are split up and distributed to the various foremen concerned and do not receive any other number than that which appears on the triplicate copy which is returned to you.

In conclusion I would ask you not to think that because you do not receive the articles you have demanded the day after you demanded them that the ordnance has fallen down on its job, as a good many people seem to think. Do not expect to receive articles due you any sooner than you receive the triplicate copy of the indent. Remember that freight trains are slower than mail trains. Of course the majority of my hearers are stationed on the grounds, and through frequent visits to the Depot the quartermasters know pretty well how we are situated. We work under great difficulty, with an immense stock and a remarkably small staff considering the amount of work done. Remember yours was *not the only indent received that day, and also that the other fellow was equally* as insistent as you are that his wants are most urgent. Cases are known where a telegram has been received asking why articles demanded have not been received; a long search has revealed that no indent has been received and then the next mail has brought the indent along. This is extremely unreasonable, and fortunately does not happen very frequently.

SPECIMEN

INDENT { FOR ORDNANCE STORES AND AMMUNITION,*
" CLOTHING AND NECESSARIES,

ALL SERVICES.

Space for S.O. Officer's Issue—Order Number

T-1234
16-10

REQUIRED for the †199th Battalion, C.E.F., under my command the undermentioned articles:—

No. of Men, Horses, Guns, Sets of Harness or Saddlery, &c., according to nature of Indent to be here inserted.

No.	No.
See Column	of Remarks.
.....	.....

Date 1st January, 1916.

Station, Exhibition Camp, Toronto.

N.B.—Articles repairable by the regimental artificers are to be included as serviceable (S); and such only as are beyond repair by these artificers are to be shown as repairable (R).

A separate sheet is to be used for each section of the Vocabulary.

DESCRIPTION OF ARTICLES To be arranged alphabetically, in accordance with authorized nomenclature, the sections being kept distinct from each other.	Establishment.	IN CHARGE			Now required.	YEARS THE ARTICLES		FOR USE BY C.O.C. ONLY			REMARKS The reason why articles are demanded to be stated. The regulations authorizing the establishment or the Authority under which the requisition is made is invariably to be quoted.
		S.	R.	U.		are supposed to last.	to be replaced have lasted.	D 124 3-1-16	D 234 10-1-16	D 500 17-1-16	
Section No. Clothing Div. "D"											*First issue*
Badges Arm:—											
Bugles drab.....	8	..	..	..	8	‖	..	..	8	..	1 Regt. S.M. 1 " Q.M.S.
Crowns drab.....	18	..	..	..	18	..	..	10	4	4	4 Coy S.M'S'.
Drums drab.....	9	..	..	..	9	‖	..	..	9	..	4 " Q'M'S.
Flags crossed, drab.	17	..	..	..	17	..	..	..	..	17	1 Sgt. Drummer.
Hammer and Pincers, drab.....	5	..	..	..	5	‖	..	5	..	..	1 " Pioneer. 1 " Armourer.
Hatchets crossed, drab	11	..	..	..	11	‖	..	11	..	..	1 " Signaller. 42 other Sergeants. 1 Signaller Corporal.
Geneva Cross, drab.	4	..	..	..	4	..	..	4	..	..	42 other Corporals. 10 Pioneers.
Stars, drab.....	2	..	..	..	2	..	..	..	2	..	15 Signallers.
Chrevons:—											
4 bar drab.....	4	..	..	..	4	%	..	..	4	..	4 Armourers.
3 " "	108	..	..	..	108	..	..	50	25	33	8 Buglers. 8 Drummers.
2 " "	86	..	..	..	86	..	..	40	40	6	2 Medical officers' orderlies.
4 bar for service shirts	2	..	..	..	2	..	..	..	..	2	
3 bar for service shirts	54	..	..	..	54	..	..	54	..	..	
2 bar for service shirts	43	..	..	..	43	..	..	43	..	..	

‖Note:—These badges are not worn on Greatcoats.
%Including the R.S.M. if not a Warrant officer.

I certify that the stores detailed above are demanded in accordance with the regulations quoted.

Approved (Sgd.) A. de L. Panet.

Senior Ordnance Officer 2nd Division.

Signed H. J. Doe, Lieut.-Col.

Commanding 199th Battalion, C.E.F.

Station, Ex. Camp, Toronto.

Date 1-1-16.

N.B.—*This Indent should be rendered in triplicate to the S.O. Officer.*

*Stores and Ammunition to be separately indented for from the indents for clothing and necessaries.

†Here insert name of Regiment, Squadron, Battery, Company, &c., as the case may be.

M.F.C. 573.

SPECIMEN.

INDENT { FOR ORDNANCE STORES AND AMMUNITION,*
" CLOTHING AND NECESSARIES,

ALL SERVICES.

Space for S.O. Officer's Issue—Order Number
T
2016
15-16

REQUIRED for the †199th Batt'n. C.E.F., under my command the undermentioned articles:—

No. of Men, Horses, Guns, Sets of Harness or Saddlery, &c., according to nature of Indent to be here inserted.

No.	No.
.....	.....

1117 N.C.Os. and men

Date—1st January 1916.

Station—Exhibition Camp, Toronto.

N.B.—Articles repairable by the regimental artificers are to be included as serviceable (S); and such only as are beyond repair by these artificers are to be shown as repairable (R).
A separate sheet is to be used for each section of the Vocabulary.

DESCRIPTION OF ARTICLES To be arranged alphabetically, in accordance with authorized nomenclature, the sections being kept distinct from each other.	Establishment.	IN CHARGE			Now required.	YEARS THE ARTICLES		FOR USE BY C.O.C. ONLY			REMARKS The reason why articles are demanded to be stated. The regulations authorising the establishment or the Authority under which the requisition is made is invariably to be quoted.
		S.	R.	U.		are supposed to last.	to be replaced have lasted.	D / 234 / 14-1-16			
Section No. Clothing Div. "C" Socks prs.....	2234	1996			238			238			To complete increased establishment. Former establishment 998.

I certify that the stores detailed above are demanded in accordance with the regulations quoted.

Approved—(Sgd.) A. DE L. PANET
Senior Ordnance Officer—2nd Division

Signed—JOHN K. DOE, Lt.-Col.
Commanding—199th Batt'n., C.E.F.
Station—Ex. Camp.
Date—1-1-16

N.B.—This Indent should be rendered in triplicate to the S.O. Officer.
*Stores and Ammunition to be separately indented for from the indents for clothing and necessaries.
†Here insert name of Regiment, Squadron, Battery, Company, &c., as the case may be.

M.F.C. 573.

SPECIMEN.

INDENT { FOR ORDNANCE STORES AND AMMUNITION,*
" CLOTHING AND NECESSARIES,

ALL SERVICES.

Space for S.O. Officer's Issue—Order Number
T
2000
15-16

REQUIRED for the †76th Batt'n. C.E.F., under my command the undermentioned articles:—

No. of Men, Horses, Guns, Sets of Harness or Saddlery, &c., according to nature of Indent to be here inserted.

No.	No.
.....	.....

1117 N.C.Os. and Men.

Date—1st January, 1916.

Station—Barrie, Ont.

N.B.—Articles repairable by the regimental artificers are to be included as serviceable (S); and such only as are beyond repair by these artificers are to be shown as repairable (R).
A separate sheet is to be used for each section of the Vocabulary.

DESCRIPTION OF ARTICLES To be arranged alphabetically, in accordance with authorized nomenclature, the sections being kept distinct from each other.	Establishment.	IN CHARGE			Now required.	YEARS THE ARTICLES		FOR USE BY C.O.C. ONLY			REMARKS The reason why articles are demanded to be stated. The regulations authorizing the establishment or the Authority under which the requisition is made is invariably to be quoted.
		S.	R.	U.		are supposed to last.	to be replaced have lasted.				
Section No. Clothing Div. "C" Socks prs.....	2234	1000		996	1234						To complete establishment. Old establishment 998 N.C.O.'s and men.

I certify that the stores detailed above are demanded in accordance with the regulations quoted.

Approved (Sgd.) A. DE L. PANET
Senior Ordnance Officer 2nd Division

Signed.....Lieut.-Col.
Commanding 76th, Battalion C.E.F.
Station, Barrie, Ont.
Date—1-1-16.

N.B.—This Indent should be rendered in triplicate to the S.O. Officer.
*Stores and Ammunition to be separately indented for from the indents for clothing and necessaries.
†Here insert name of Regiment, Squadron, Battery Company, &c., as the case may be.

M.F.C. 573.

SPECIMEN.

INDENT { FOR ORDNANCE STORES AND AMMUNITION,*
" CLOTHING AND NECESSARIES,

ALL SERVICES.

Space for S.O. Officer's Issue—Order Number

REQUIRED for the †.....under my command the undermentioned articles:—

No. of Men, Horses, Guns, Sets of Harness or Saddlery, &c., according to nature of Indent to be here inserted.

No.	No.
.....	.....
.....	.....

Date.....

Station.....

N.B.—Articles repairable by the regimental artificers are to be included as serviceable (S); and such only as are beyond repair by these artificers are to be shown as repairable (R).

A separate sheet is to be used for each section of the Vocabulary.

DESCRIPTION OF ARTICLES To be arranged alphabetically, in accordance with authorized nomenclature, the sections being kept distinct from each other.	Establishment.	In CHARGE			Now required.	YEARS THE ARTICLES		FOR USE BY C.O.C. ONLY			REMARKS The reason why articles are demanded to be stated. The regulations authorizing the establishment or the Authority under which the requisition is made is invariably to be quoted.
		S.	R.	U.		are supposed to last.	to be replaced have lasted.				
Section No. 4a											
Saws, crosscut					3						

Example of Faulty Nomenclature.

Thinking the articles named in the Vocabulary as "Saws crosscut, blades five ft." were required these were issued. (See page 78 priced vocabulary.)

They were returned as not having been demanded. What was actually required were "Saws, hand, 26."

I certify that the stores detailed above are demanded in accordance with the regulations quoted.

Approved..... Signed.....

Senior Ordnance Officer..... Commanding.....

Station.....

Date.....

N.B.—This Indent should be rendered in triplicate to the S.O. Officer.

*Stores and Ammunition to be separately indented for from the indents for clothing and necessaries.

†Here insert name of Regiment, Squadron, Battery, Company, &c., as the case may be.

M.F.C. 573.

SPECIMEN

INDENT { FOR ORDNANCE STORES AND AMMUNITION,*
" CLOTHING AND NECESSARIES,

ALL SERVICES

Space for S.O. Officer's Issue—Order Number
T-1234
15-16

REQUIRED for the †.....under my command the undermentioned articles:—

No. of Men, Horses, Guns, Sets of Harness or Saddlery, &c., according to nature of Indent to be here inserted.

No.	No.
.....	.....
.....	.....

Date.....

Station.....

N.B.—Articles repairable by the regimental artificers are to be included as serviceable (S); and such only as are beyond repair by these artificers are to be shown as repairable (R).

A separate sheet is to be used for each section of the Vocabulary.

DESCRIPTION OF ARTICLES To be arranged alphabetically, in accordance with authorized nomenclature, the sections being kept distinct from each other.	Establishment.	IN CHARGE			Now required.	YEARS THE ARTICLES		FOR USE BY C.O.C. ONLY			REMARKS The reason why articles are demanded to be stated. The regulations authorizing the establishment or the Authority under which the requisition is made is invariably to be quoted.
		S.	R.	U.		are supposed to last.	to be replaced have lasted.				
Section No. Clothing Div. B											
Boots, ankle prs.					1	size	6				
Caps, forage drab					1	"	6⅞				
Greatcoats					1	"	4				
Jackets, serge drab with	S	S.			1	"	5 ft. 7	& 8 in.	39	breast 34	waist
Trousers, serge					1	"	5 " "	"		40	"
Trousers, service					1	"	5 " "	"		40	"
Shirts, service					1	"	15				
Waistcoats, Cardigan					1						
Puttees, pairs, drab					1						
											To replace articles lost by desertion 2D34-7-32 17-12-15

Note.—Incorrectly made out. Columns reserved for C.O.C. only are encroached upon.

I certify that the stores detailed above are demanded in accordance with the regulations quoted.

Approved .....

Senior Ordnance Officer.....

Signed.....

Commanding.....

Station.....

Date.....

N.B.—This Indent should be rendered in triplicate to the S.O. Officer.
*Stores and Ammunition to be separately indented for from the indents for clothing and necessaries.
†Here insert name of Regiment, Squadron, Battery, Company, &c., as the case may be.

M.F.C. 573.

SPECIMEN

DUPLICATE

Number of sheets in this voucher, One (see foot note‡).

§Issue voucher No. D-124	T-1234 15-16	*Receipt Voucher No.....
§Account—Station		*Account.....
§Period—1915-16	The above space is reserved for the C.O.C. use only**	*Period.....

Station—Toronto. Date—3rd January 1916

Issued by—Ordnance Officer, Toronto.

to O.C., 199th Battalion C.E.F. at Ex. Camp, Toronto.

the undermentioned articles. Authority for returning the stores to C.O. Corps‡.....

Date and mode of conveyance 3-1-16, Regimental transport

§Ledger Folio Issues	*Ledger Folio Receipts	ARTICLES	Total number or quantity‖	S. §§	R. §§	U. §§	D. §§
		SPECIAL ‡Section No. Clothing Division "D"					
		Badges,Arm,	In	Part			
		Crowns drab.		10			
		Hammer & Pincers drab.		5			
		Hatchets crossed drab.		11			
		Geneva Cross drab.		4			
		Chevrons:,					
		3 bar drab		50			
		2 bar drab		40			
		3 bar for service shirts		54			
		2 bar for service shirts.		43			
				E.H.			
		Please sign this Receipt Voucher and return to Ordnance Officer, Old Fort, Toronto					

Immediately on receipt of clothing or stores, check should be made and the duplicate copy of this Voucher receipted and returned to the officer making the issue.

*N.B.—The receiving Officer will complete this document by filling in these particulars on both copies of the voucher.

§N.B.—The Issuing Officer will complete this document by filling in these particulars on both copies of the voucher.

‡When returning articles to the Canadian Ordnance Corps a separate sheet will be used for each different Vocabulary Section, and each sheet will bear the Regimental or Corps office stamp, the last sheet only being signed by the Issuing Officer.

‖This column will be used only by O.C. Units, etc., when handing Stores back to C.O.C. charge.

**For insertion of station indent or issue order, number and date.

§§For use of Canadian Ordnance Corps only. When issuing Stores to Ordnance Depots, separate sheets will be used for separate sections.

M.F.C. 574.

SPECIMEN

DUPLICATE

Number of sheets in this voucher, One (see foot note‡).

§Issue voucher No. D-234		*Receipt Voucher No. .....
§Account—Station		*Account.....
§Period—1915-16	The above space is reserved for the C.O.C. use only**	*Period.....

Station—Toronto . . Date—10th January, 1916

Issued by—Ordnance Officer, Toronto

to O.C. 199th Battalion, C.E.F., at Ex. Camp, Toronto

the undermentioned articles. Authority for returning the stores to C.O. Corps‡.....

Date and mode of conveyance 10-1-16 Regimental transport

§Ledger Folio Issues	*Ledger Folio Receipts	ARTICLES	Total number or quantity‖	S. §§	R. §§	U. §§	D. §§
		SPECIAL					
		‡Section No.					
		Clothing Division "D"		In further part			
		Indent T-1234—1915-16					
		Badges, Arm,—					
		Bugles drab		8			
		Crowns drab		4			
		Drums drab		9			
		Stars drab		2			
		Chevrons:—					
		4 bar drab		4			
		3 bar drab		25			
		2 bar drab		40			
		3 bar for service shirts		54			
		2 bar for service shirts		43			
		Indent T-2016—1915-16		In full			
		Division "C"					
		Socks prs		238			
				E.H.			
		Please sign this Receipt Voucher and return to Ordnance Officer, Old Fort, Toronto					

Immediately on receipt of clothing or stores, check should be made and the duplicate copy of this Voucher receipted and returned to the officer making the issue.

*N.B.—The receiving Officer will complete this document by filling in these particulars on both copies of the voucher.

§N.B.—The Issuing Officer will complete this document by filling in these particulars on both copies of the voucher.

‡When returning articles to the Canadian Ordnance Corps a separate sheet will be used for each different Vocabulary Section, and each sheet will bear the Regimental or Corps office stamp, the last sheet only being signed by the Issuing Officer.

‖This column will be used only by O.C. Units, etc., when handing Stores back to C.O.C. charge.

**For insertion of station indent or issue order, number and date.

§§For use of Canadian Ordnance Corps only. When issuing Stores to Ordnance Depots, separate sheets will be used for separate sections.

M.F.C. 574.

SPECIMEN

DUPLICATE

Number of sheets in this voucher, One (see foot note‡).

§*Issue voucher No.*—D-500	T-1234 / 5-16	*Receipt Voucher No.....
§Account—Station		*Account.....
§Period—1915-16	The above space is reserved for the C.O.C. use only**	*Period.....

Station—Toronto Date—17th January, 1916.

Issued by Ordnance Officer, Toronto

to O.C., 199th Battalion C.E.F. at Ex. Camp, Toronto.

the undermentioned articles. *Authority for returning the stores to C.O. Corps‡* .....

Date and mode of conveyance—17-1-16, Regimental transport.

§Ledger Folio Issues	*Ledger Folio Receipts	ARTICLES	Total number or quantity‖	S. §§	R. §§	U. §§	D. §§
		SPECIAL					
		‡Section No.					
		Clothing Division "D"					
				In completion.			
		Badges, Arm:—					
		Crowns drab		4			
		Flags crossed drab		17			
		Chevrons:—					
		3 bar drab		33			
		2 bar drab		6			
		4 bar for service shirts		2			
				E.H.			
		Please sign this Receipt Voucher and return to Ordnance Officer, Old Fort, Toronto.					

Immediately on receipt of clothing or stores, check should be made and the duplicate copy of this Voucher receipted and returned to the officer making the issue.

*N.B.—The receiving Officer will complete this document by filling in these particulars on both copies of the voucher.

§N.B.—The Issuing Officer will complete this document by filling in these particulars on both copies of the voucher.

‡When returning articles to the *Canadian Ordnance Corps* a separate sheet will be used for each different Vocabulary Section, and each sheet will bear the Regimental or Corps office stamp, the last sheet only being signed by the Issuing Officer.

‖This column will be used only by O.C. Units, etc., when handing Stores back to C.O.C. charge.

**For insertion of station indent or issue order, number and date.

§§For use of Canadian Ordnance Corps only. When issuing Stores to Ordnance Depots, separate sheets will be used for separate sections.

M.F.C. 574.

APPENDIX XIII

COURTS OF INQUIRY TO DETERMINE ILLEGAL ABSENCE.

The following points are to be noted:

1. Courts of Inquiry in cases of illegal absence are governed by Army Act, Section 72 (Manual of Military Law, page 452), and Rule of Procedure 125 (Manual of Military Law, page 639).

2. These Courts of Inquiry are convened:

(a) To determine the fact of absence.

(b) To note deficiencies of kit.

It is not within the province of the Court to declare the absentee to be a deserter. If he is absent for 21 clear days (exclusive of first day of absence and day of proceedings) he is presumed to be a deserter (A.A. Sec. 72). Should he subsequently return or be apprehended he would be tried by Court Martial and the proceedings of the Court of Inquiry in the case would be available as evidence.

3. Evidence is to be taken under oath (A.A. Sec. 72) and signed by each witness.

4. The form of declaration prescribed by Rule of Procedure 125 is to be followed exactly. No other finding or recommendation is necessary.

5. Proceedings should disclose direct evidence of absence for 21 days. In ordinary cases the form given in this appendix will be sufficient. As, however, the essence of desertion is "intent," any facts tending to establish intention to desert—as for example if the absentee discarded his uniform and went away in plain clothes—would be properly included.

6. Proceedings must be forwarded in duplicate to Divisional Headquarters accompanied by the following information:

1. Regimental number.
2. Rank.
3. Name.
4. Unit.
5. Place of enlistment.
6. Date of enlistment.
7. Where quartered when reported illegally absent.
8. Name and address of next-of-kin.

7. After proceedings have been approved, the absentee will be struck off in camp orders or divisional orders, also Part II Daily Orders of Unit, and instructions sent to the Officer Commanding the unit as to putting forward his indent for deficient articles.

SPECIMEN

PROCEEDINGS of a *Court of Enquiry, assembled at Toronto, Ont., on the 18th July, 1916, by order of Lieut. Colonel J. B. Blankenshire for the purpose of inquiring into and reporting upon the illegal absence of No. 412367, Private G. White, "C" Co'y, 199th O.S. Battalion, C.E.F.

*N.B.—This Form being applicable to any Board of Officers or Committee or Court of Inquiry, this blank to be filled in accordingly.
The signature of each Officer composing the Board, &c., should be attached to the end of the proceedings.

PRESIDENT

Captain T. Blank, 199th Battn., C.E.F.

MEMBERS

Captain C. Green, 199th Battn., C.E.F.
Lieut. P. Brown, 199th Battn., C.E.F.

The Court, having assembled pursuant to order, proceed to take evidence:

No. 41200, Sergt. W. Smith, "C" Company, 199th Overseas Battalion, C.E.F., being duly sworn, gives evidence as follows:— 1st Witness.

"I was Company Orderly Sergeant on the 25th June. I called the roll at tattoo on that day, and No. 412367, Pte. G. White, failed to answer his name, and I reported him absent."

.....(Witness).

No. 412235, Sergt. John Doe, "C" Co'y, 199th O.S. Battalion, C.E.F., being duly sworn gives evidence as follows:— 2nd Witness.

"I was Company Orderly Sergeant (or Corporal as the case may be), on the 16th July, at tattoo on that day, and No. 412367, Pte. G. White, failed to answer his name, and I reported him absent."

.....(Witness).

No. 412226, Company Quartermaster Sergeant T. Murphy, "C" Company, 199th Overseas Battalion, C.E.F., being duly sworn, gives evidence as follows: 3rd Witness.

"I was ordered on the 26th day of June, 1916, to take over the kit of No. 412367, Pte. G. White, "C" Company, 199th Battalion, C.E.F., and to take an inventory of the same, which I did. The following articles which had been issued to him were found missing and have not since been recovered.

No.	ARTICLES	Price.
1	Caps, forage, serge, drab	$ 1.32
1	Waistcoats, Cardigan	1.15
1	Shirts, service	1.21
1	Boots, ankle, prs	4.05
2	Shirts, flannel, grey	2.90
1	Razor with case	.40
		$11.03

.....(Witness.)
Co'y Quartermaster Sergeant.

Captain "X," Commanding "C" Company, 199th Overseas Battalion, C.E.F., being duly sworn gives evidence as follows:— 4th Witness.

"No. 412367, Pte. G. White, was a member of my Company, having been duly attested on the 4th March, 1915. He was reported to me by the Company Orderly Sergeant as absent at tattoo, roll call (or as the case may be), on the 25th June, 1916, and has been continuously reported absent since that date. The rolls have been called regularly, and he is still reported absent. I instructed the Company Quartermaster Sergeant to take over his kit, and take an inventory of the same on the 26th June, 1916. His kit was reported deficient as stated in the evidence of Company Quartermaster Sergeant T. Murphy, on the 26th June, 1916.

.....(Witness).
Comdg. "C" Co'y.

Captain "Y," Paymaster 199th O.S. Battalion, C.E.F., being duly sworn gives evidence as follows:— 5th Witness.

"On the 26th June, the pay account of Pte. G. White stood as follows:—

Statement.

Captain,
Paymaster 199th O.S. Battn. C.E.F.

SPECIMEN

DECLARATION

Of Court of Inquiry, held under Section 72, Army Act, for the purpose of determining the illegal absence and deficiencies of kit (if any) of No. 412367, Pte. G. White, of "C" Company, 199th Overseas Battalion, C.E.F.

Declaration.

The Court having heard the evidence declare that No. 412367, Private G. White, of "C" Co'y, 199th Overseas Battalion, C.E.F., is illegally absent since the 25th June, 1916, and may therefore be proceeded against as a deserter; and that he is also deficient of the following articles of the arms, ammunition, equipments, instruments, regimental necessaries and clothing, which it was his duty to have, viz.:—

ARTICLES	Value		ARTICLES	Value	
Caps, forage, serge, drab	1	$1.32			
Waistcoats, Cardigan	1	1.15			
Shirts, service	1	1.21			
Boots, ankle, prs.	1	4.05			
Shirts, flannel, grey	2	2.90			
Razor, with case	1	40			
		$11.03			

Signed at Toronto this 18th day of July, 1916.

.....
Captain,
199th O.S. Battn. C.E.F. } President

.....
Captain,
199th O.S. Battn. C.E.F.

.....
Lieut.
199th O.S. Battn. C.E.F. } Members

M.F.B. 259.

SPECIMEN

PROCEEDINGS OF A Board of Officers assembled at Toronto, Ontario, on the 25th January, 1916, by order of Lt.-Col. J. B. Blank Commanding 250th O.S. Battalion C.E.F. for the purpose of investigating and reporting upon issues of clothing to men discharged and transferred from the 250th Battalion.

N.B.—This form to be generally followed, but varied to suit the precise circumstances of each case. The proceedings should always include specific findings and a definite recommendation. The recommendation should always include a list giving the total number of articles to be replaced.

PRESIDENT.

Capt. C. H. Brown, 250th O.S. Battn., C.E.F.

MEMBERS.

Capt. A. B. Jones, 250th O.S. Battn., C.E.F.
Lieut. R. H. Robinson, 250th O.S. Battn., C.E.F.

The Board having assembled pursuant to order, proceed to investigate the matters referred to them and, upon examination of the Battalion records, find as follows:—

1. The under-mentioned men were duly discharged in Camp Orders on the dates set opposite their respective names.

(Here insert list)

2. Each of the men in the above list received an issue of clothing and necessaries according to the attached schedule marked "A" which is hereby made a part of these proceedings.

3. The under-mentioned men were duly transferred to other Units in Camp Orders, on the dates set opposite their respective names.

(Here insert list)

4. Each of the men in the above list received an issue of clothing and necessaries according to the aforesaid schedule "A."

5. On discharge or transfer, the men in question took away all of the said clothing and necessaries with the exception of the undermentioned articles which were returned to Battalion Quartermaster's Stores.

(Here insert list of articles returned)

6. The articles in the above list, left behind by men discharged or transferred, having been carefully examined by the Board, are found to be unfit for issue to new recruits.

7. The articles of clothing and necessaries not included in the above list and taken away by men discharged or transferred, are found to have been properly taken away.

In view of the above findings, the Board recommend that the under-mentioned list of articles, having been either properly taken away by discharged or transferred men, or returned to Battalion Quartermaster's Stores and found to be unfit for re-issue, be struck off charge of the 250th Battalion and replaced at public expense.

(Here insert complete list of articles to be replaced).

Signed at Toronto this 25th January, 1916.

C. H. Brown, Capt., 250th O.S. Battn. C.E.F., President.

A. B. Jones, Capt., 250th O.S. Battn. C.E.F.
R. H. Robinson, Lieut., 250th O.S. Battn. C.E.F. } Members.

M.F.B. 303.

APPENDIX XIV.

COURTS MARTIAL.

(Paper read at a Conference of Officers in 2nd Division, on Dec. 31st, 1915.)

Courts Martial Procedure forms such a large part of the Manual of Military Law that it is, of course, quite impossible for me to even cover the various rules and regulations laid down in that Book for Instruction of Commanding Officers, Presidents and Members of Courts Martial. Headquarters, Ottawa, hold the G.O.C. the Division responsible that Court Martial Documents be drawn up, if not to the absolute letter laid down in the Manual of Military Law, yet they expect the prescribed form to be generally followed, as if not. "The Proceedings are null and void." Literally, when such is the case this entitles the accused to a cancellation of the sentence awarded, release from Custody, or a fresh trial. The fact that great care must be taken is, therefore, apparent.

Kinds of Courts Martial.

There are three kinds of court-martial before which a person can be brought, viz.:—

1. The Regimental Court Martial.
2. The District Court Martial.
3. The General Court Martial.

Then there is a Court Martial of an exceptional kind, termed a Field General Court Martial, which can only be convened under very special circumstances when troops are in the field on active service (see paras. 24 and 25, page 39, Manual of Military Law, 1914).

Regimental Courts Martial.

Regimental Courts Martial have seldom been held in this Division. It appears to have been the custom for C.Os, when dealing with cases which they cannot dispose of summarily or if this is possible, and they wish to make an example, to apply for a District Court Martial. As the powers of a Regimental Court Martial permit of a punishment up to 42 days detention, and although cannot sentence a soldier to be discharged with ignominy, nor try an officer, or a Warrant officer (see para. 2, page 35, Manual of Military Law, 1914) yet for instance in the case of simple drunkenness, or absence without leave, when a C.O. wishes to make an example and not dispose of case summarily, a Regimental Court Martial would appear to be the best form of Court Martial. The Order for the convening and selection of this Court can be issued by the Commanding Officer without reference to higher authority (see para. 17, page 38, Manual of Military Law, 1914). The form of Order for the assembly of a Regimental Court Martial is shown on page 678, Manual of Military Law, 1914. The Finding and Sentence of a Regimental Court Martial are confirmed by the convening officer, i.e., the Commanding Officer (see para. 90, page 52, Manual of Military Law, 1914).

The form of application for a Regimental Court Martial (M.F.B. 321) Charge Sheets, Summary of Evidence, Regimental and Company Conduct Sheets, lists of witnesses for prosecution and defence, and statement of particulars of Service of Accused (M.F.B. 355) as called for on M.F.B. 321, are as laid down for a District Court Martial (except that they are not forwarded to the A.A.G. the Division), the procedure for the latter I will endeavour to explain in a few minutes.

The Proceedings of a Regimental Court Martial are made out on M.F.B. 271, a supply of which can be obtained from the Divisional Office.

After promulgation of sentence the Proceedings of a Regimental Court Martial are forwarded to the A.A.G., 2nd Division.

District Courts Martial.

District Courts Martial can award punishment up to two years imprisonment, but cannot sentence a warrant officer to any punishments except forfeitures, etc., and either in addition to, or instead of forfeitures, etc., dismissal, or such reduction as is mentioned in Sec. 182 of the Army Act, and cannot try an Officer (para. 3, page 35, M.M.L. 1914).

General Courts Martial.

A General Court Martial alone can award the punishments of penal servitude and death and can try an officer.

Application.

Now, Gentlemen, applications for District Courts Martial are becoming fairly numerous in the Divisional Office. This is not because of lax discipline or increasing bad conduct on the part of N.C.Os and men, but is owing to the large number of Units now being mobilized in the Division.

Documents for D.C.M.

There are certain offences, such as desertion, striking an N.C.O. or an officer, to deal with which a C.O. feels compelled to apply for a District Court Martial for the offender. Commanding Officers, please, do not think that a letter addressed to the A.A.G., 2nd Division, applying for a D.C.M. on Pte. T. Atkins, who is a

deserter, is sufficient documentary evidence for the G.O.C. to convene the Court. It is absolutely necessary that the proper documents be submitted, made out in the authorized manner. It is with a view to the documents being rendered correctly in the first instance and to avoid such being returned on one or more occasions for correction (which often results in the accused being kept in detention or the guard room awaiting trial for a longer period than he should be), that the A.A.G. has asked me to compile these remarks and place them on paper for the information of C.Os. I will now try to explain the correct procedure from the moment of the arrest of an accused person up to the time the application documents for trial by District Court Martial are received in the Divisional Office.

The accused has been arrested for an offence, in the manner laid down in Chapter IV, M.M.L., pages 25, 26, 27 and 28. Investigation has been held by the Commanding Officer as per pages 28, 29 and 30, M.M.L., and the Commanding Officer has adjourned the hearing of the case for the purpose of having the evidence reduced to writing (called a Summary of Evidence) (see lines 8, 9, 10, 11, para. 23, page 30, M.M.L.). Caution as to an expression of opinion during investigation should be noted (see para. 24, page 30, M.M.L.) Summary of Evidence.

Here we will pause for a moment from the summary of evidence to note para. 25, page 30, M.M.L., which explains that even if a C.O. decides to deal with the accused summarily, otherwise than by awarding a minor punishment, he must ask the soldier whether he desires to be dealt with summarily or to be tried by a District Court Martial, and the soldier may, if he chooses, thereupon elect to be tried by a District Court Martial: save, as aforesaid, a soldier has no right to claim a Court Martial except that where the C.O. has omitted to put the proper question to him, the soldier has a subsequent opportunity of making the claim.

To return again to the Summary of Evidence, the mode of taking this down is explained in paras. 26, 27, pages 30 and 31, and Rule of Procedure 4, pages 572, 573, M.M.L., 1914.

Attached is a sample form of Summary of Evidence as in a case of "Desertion" and "Losing by Neglect His Clothing and Regimental necessaries;" two very common charges.

After the Summary of Evidence has been taken the C.O. acts as laid down in para. 28, page 31, M.M.L., 1914, and to note para. 29 as to use of Summary of Evidence.

Here C.Os should note para. 30 of the same page.

Application for a District Court Martial is made to the A.A.G., 2nd Division, on M.F.B. 321 (specimen copy herewith).

It is accompanied with the following documents.

1. Charge Sheet (in duplicate).

2. Summary of Evidence.

3. The regimental (squadron, battery, or company) defaulter sheets of the accused.

4. List of witnesses for the prosecution and defence (with their present stations).

5. Statement as to Character, and Particulars of Service of Accused (M.F.B. 355).

6. List of officers available to sit as members.

1. The Charge Sheet. The instructions regarding the framing of Charge Sheets are as laid down in pages 576—8, 646—650, M.M.L., 1914, and page 817 (Index) show all references to Charge Sheet matters contained in the Manual of Military Law, 1914. Illustrations of Charge Sheets of all offences are shown on pages 659—676 M.M.L., 1914. The Charge Sheet is not made out on a printed form, but is typewritten. The heading, or preamble, of the Charge Sheet of an accused person in the Canadian Expeditionary Force (in Canada), is a standard one and reads as follows:— Charge Sheet.

"The Accused No.———, Rank ———, Name ———(in full), a militiaman of the (blank) Battalion, Canadian Expeditionary Force, a part of the Canadian Active Militia called out for active service, is charged with, etc."

A specimen copy of a Charge Sheet as in the case of a man charged with "Desertion" and "Losing by Neglect His Clothing and Regimental necessaries" is attached hereto for guidance.

2. The Summary of Evidence having been prepared as already outlined is attached to the application. Summary of Evidence.

3. Regimental and Company defaulter sheets are forwarded. (These are returned to the Unit with the Order convening the Court.) Defaulter Sheets.

4. List of witnesses for prosecution and defence (with their stations) in manuscript. List of Witnesses.

5. Statement as to Character, and Particulars of Service of Accused, M.F.B. 355, can be obtained from the Divisional Office. (Specimen copy herewith). Statement as to Character.

List of Officers as Members.

6. List of officers available to sit as members. It is not necessary for O.Cs to render this list, as members of the Court are detailed in the Divisional Offices. (Particulars of ineligibility and disqualification of officers to serve on a District Court Martial will be found on pages 582—3, M.M.L., 1914.)

We now presume that the application documents have been received in correct form at Divisional Headquarters. The procedure then is as follows:—

The Charge Sheets are marked by the Convening Officer (G.O.C. the Division).

"To be tried by District Court Martial.

Dated at Toronto this —— day of ————191–."

(Signature of Convening Officer).

Order convening the Court.

A Divisional Order is then made out on M.F.B. 220 (specimen herewith) appointing the President and Members of the Court for the trial. One copy of this Divisional Order is sent to the President with a copy of the Charge Sheet and the Summary of Evidence, one copy of the Divisional Order, returning Defaulter Sheets, list of witnesses, etc., and Statement as to Character on M.F.B. 355 is sent to the O.C. accused's unit, other copies of the Divisional Order are sent to the C.Os of Units from which the members of the Court are detailed. The second copy of Charge Sheet, and application for Court Martial (M.F.B. 321) remain on file in the Divisional Office. The date and hour for holding the Court Martial is always set sufficiently far ahead to enable the orders for the assembling of the Court to be received by the accused's C.O. in time to give the accused 24 hours' notice before he is arraigned (see Rule of Procedure 14, pages 578-9, M.M.L., 1914).

Defence of Accused.

An accused person for whose trial a court martial has been ordered to assemble shall be afforded proper opportunity of preparing his defence and shall be allowed free communication with his witnesses, and with any friend or legal adviser with whom he may wish to consult (Rule of Procedure 14, page 578, M.M.L., 1914.)

Special Report.

If 8 days elapse without the accused's case being disposed of summarily and without a court martial being ordered to assemble, a special report is required to be forwarded every 8 days. This special report is not required on active service (Army Act 45, and Rule of Procedure 1, M.M.L., 1914.)

Procedure on Trial.

For the information of officers who may at any time find themselves named in Divisional Orders as President or Members of a District Court Martial, or in Battalion Orders to serve on a Regimental Court Martial, I would point out that the Procedure on Trial is fully laid down in Rules of Procedure 22-57, pages 584 to 607, M.M.L., 1914. These rules should be studied by all officers appointed to a Court Martial prior to the sitting of the Court in order that they may become familiar with the Procedure.

We will suppose, for instance, that we are the personnel of the Court assembled to try the imaginary accused person named in the Charge Sheet attached. The Form of Proceedings for General District and General Courts Martial is in front of us (M.F.B. 271). The President will detail one of the members to record the proceedings. We note at the heading of the first page that "All printed matter not applicable to the case should be struck out and initialed by the President."

Page "A" of Proceedings.

The heading of Page A is filled out by inserting the word "District" on the first line, date on the 2nd line, "General Officer Commanding, 2nd Division," on the next line, and date of his order following.

The names of President and Members are then inserted (always name the Unit to which each member belongs).

Trial of (here insert No., Rank, full name, Battalion.)

At 10 o'clock the Trial commences.

Here the President will read the order convening the Court, mark it "X" and sign such, and also read Unit Orders appointing the Members, if they are not named in Divisional Orders, mark such "X2" and sign. If they are so named this paragraph does not apply and should be struck out and initialed.

The Court then satisfy themselves as provided by Rules of Procedure 22 and 23.

The name of the officer appearing as Prosecutor is inserted after figure (2).

The accused is then brought before the Court, and name of person appearing as counsel for accused inserted.

We now come to the first question at the foot of page "A". (Note that questions are to be numbered throughout consecutively in a single series. The letters "Q" and "A" in the margin may stand for "Question" and "Answer" respectively.)

The usual answer of accused to Question 1 is "No." If variation see page 680, R.P. M.M.L., 1914.

Page "B".

The President and Members are duly sworn, as laid down in R.P. 26, page 587, M.M.L., 1914, and then any officers who are attending for instruction are duly sworn. Page "B" of Proceedings.

The witnesses, if in Court, other than the prosecutor and the accused, should be ordered out of the Court at this stage of the Proceedings.

Also any interpreter and shorthand writer should be now sworn.

Form of oath for members of Court Martial will be found in para. 52, Army Act, page 432, M.M.L., 1914.

The form of oath for officers attending for instruction and shorthand writer will be found on page 588, M.M.L., 1914.

The Charge Sheet is next signed by the President, marked "B2," and annexed to the Proceedings.

Here notice the note in the right hand margin for action, if applicable. (See Variation under Charge Sheet, page 682, M.M.L., 1914.

Arraignment of accused (see R.P. 31, page 590, M.M.L., 1914).

For instructions regarding questions and answers as to guilty or not guilty of the various charges, see Rules of Procedure 32, 33, 34, 35 and 36, M.M.L., 1914, and forms as to Courts Martial pages 682-3, M.M.L., 1914. Procedure. Plea of "Guilty" or "Not Guilty."

If the accused pleads guilty to both charges, action continues as shown in R.P. 37, and if not guilty as laid down in R.P. 39. The accused may plead guilty of the first charge, but not of the second charge, if so Pages "C" of "Proceedings on Plea of Not Guilty" and "D" "Defence" are acted upon in the case of the second charge.

If the accused pleads guilty of both charges, Sheets "C", "C2", and "D" "Proceedings of Plea of Not Guilty" and "Defence," are omitted, and the Court takes up Sheet "C" "Proceedings on Plea of Guilty." If he pleads not guilty of the charge or charges this latter sheet is omitted.

Our accused man has, let us say, pleaded guilty of the first charge and not guilty of the 2nd charge, therefore, we follow with Sheet "C" "Proceedings on Plea of Not Guilty" only in respect of the charge to which the accused has pleaded not guilty. The form of these Proceedings is laid down on pages 684-5-6, M.M.L., 1914.

Here note the following:—

1. That each witness has to be sworn. Form of oath for a witness as laid down in R.P. 82, page 620, M.M.L., 1914.

2. And that the No., rank, name, and unit of each witness must be inserted with the words "being duly sworn, is examined by the prosecutor."

3. Also note insertion of "Cross examined by accused"——"Re-examined by the Prosecutor"——"Examined by the Court"——"His evidence is read to the witness" or "Accused declines to cross-examine the witnesses" (according to the procedure that develops) see pages 684-5, M.M.L., 1914.

4. After evidence (and cross-examination, if any) of every witness record is to be made that "Rule of procedure 83 (B)" has been complied with. Then ——"The witness withdraws."

5. Any blank sheets added to complete statements of witnesses should be headed C3, C4 and so on, likewise D3, D4, etc., in Defence.

The case for the prosecution being now closed, we take up sheet D "Defence" in the case of the charge to which the accused has pleaded not guilty and he should be informed as laid down in R.P. 40. The members of the Court should also note procedure in R.P. 41 if accused calls witnesses.

Form for completion of D "Defence" is as shown on pages 686-91, M.M.L., 1914.

The Court is here closed to consider their Finding, Page E. The word Finding is starred, and reference to footnote states that "such is omitted except in cases of plea of Not Guilty having been proceeded with." Our accused person having pleaded Not Guilty of the second charge, the Finding is inserted in the case of that charge only. Finding.

The form of wording of the Finding is found at the head of page 692, M.M.L., 1914. So many Proceedings of Courts Martial are handed in without the No., rank, name, and unit, of accused being inserted after the words on Page E "The Court find that the accused," that I make special reference to this.

In the imaginary case we are trying the Finding will be as follows, if we consider the accused guilty of the charge to which he has pleaded Not Guilty.

"The Court find that the accused No. 601490, Pte. Russell James Manners, 275th Battalion, Canadian Expeditionary Force, is guilty of the second charge."

Here note form of acquittal to apply in cases where accused has pleaded Not Guilty of Charge(s) and the Court has found him not guilty, page 692, M.M.L., 1914.

The Court being re-opened, Proceedings on Conviction before sentence are dealt with. The form of dealing with this is shown on pages 693-4, M.M.L.,1914.

The Court is then closed for consideration of the sentence.

The provisions of Sections 44, 182 and 183 of the Army Act must be carefully attended to by the Court in passing sentence.

The Court can only award one sentence in respect of all the offences of which the offender is found guilty (see R.P. 48, M.M.L., 1914).

Sentence.

The form of wording of sentence will be found as shown on pages 695-6-7, M.M.L., 1914, and para. 493 K. R. & O. Canada, 1910, or K. R. & O. Imperial, para. 585, 1912.

In the case of our imaginary accused person, the wording of the sentence would be:—

"The Court sentence the accused No. 601490, Pte. Russell James Manners, 275th Battalion, Canadian Expeditionary Force, to undergo detention for (say ninety) days, and to be put under stoppages of pay until he has made good the value of the following articles, viz.:—

1 Water bottle	Value	$ .90
1 Carrier for water bottle	"	.78
1 Clothes brush	"	.37
1 pr. Woolen drawers	"	1.00
1 Grey flannel shirt	"	1.18
1 Cardigan jacket	"	1.45
Total		$5.68

In the right hand margin of Page F under sentence (small print) place the words "Detention ninety days and stoppages."

In cases where applicable, a recommendation for mercy, of service forfeited under Sec. 79 of the Army Act is inserted as shown on page 697 of M.M.L., 1914.

The Proceedings are then signed by the President only in the following manner:—

"Signed at ———this ——— day of ———19—.

(signature)

President."

Should there be a revision the form is shown on page 698, M.M.L., 1914.

Confirmation of Sentence.

Our documents are now ready to be sent by the President to the A.A.G. of the Division. The convening authority then confirms the sentence, and the Proceedings are returned to the accused's Commanding Officer who promulgates the sentence and inserts the following words under the confirmation.

"Promulgated and extracts taken at —— this —— day of —— 1914.

(Signature)."

Promulgation of Sentence.

Promulgation of Court Martial Proceedings is carried out by drawing the Battalion up in three sides of a hollow square. The accused is marched to the entrance of the square, under escort, Battalion Sergeant Major in rear of escort. The accused's name is called and he takes one step forward with one of the escort. The Sergeant-Major removes the accused's cap. The Charge Sheet and Sentence are then read by the Adjutant.

This, gentlemen, concludes the Procedure on Trial of our imaginary accused person.

In closing I would point out that there are variations galore at all stages of the Procedure on Trial and that every case is different in many of the leading points, but the correct procedure can always be found, no matter what the charge or circumstance, by hunting through the Manual of Military Law.

SPECIMEN DOCUMENTS TO ACCOMPANY APPLICATION FOR DISTRICT COURT MARTIAL

275th Overseas Battalion, C.E.F. (Regiment).
Toronto, Ont., Date 23rd February, 1914.
Station.

(1) APPLICATION FOR A DISTRICT COURT MARTIAL.

Sir,—

I have the honour to submit two charges against No. 601490 of Pte. R. J. Manners, under my command and request you will obtain the sanction of G.O.C. 2nd Division that a District Court Martial may be assembled for his trial at Toronto.

The case was investigated by **.....

A court of inquiry was held on 12th day of September, 1913, at Toronto, Ontario. ***(Insert name of Station).

The prisoner is now at Toronto. His general character is good. I beg to enclose the following documents:—

1. †One Charge Sheet (in duplicate).

2. Summary of Evidence.

3. The regimental and (squadron, battery, or company) defaulter sheets of the prisoner.

4. List of witnesses for the prosecution, and defence (with their present stations).

5. Statement as to character, and particulars of service of prisoner (Militia Form B. 355), to be proved by Capt. D. T. Jones, 275th O.S. Battalion, C.E.F.

6. List of Officers available to sit as members.

I have the honour to be,
Sir,
Your obedient servant,

To
..... } Signature of Commanding Officer { A. N. OTHER, Lt.-Col. Comdg. 275th O.S. Battn. C.E.F.

MEDICAL OFFICER'S CERTIFICATE.

I certify that No. 601490 of Pte. R. J. Manners is in a fit state of health, and fit to undergo imprisonment and with or without hard labour, and that his present appearance and previous medical history both justify the belief, that hard labour employment will neither be likely to originate nor reproduce disease of any description.

(Signature of the Medical Officer). J. KIRBY, Major,
M.O. 275th O.S. Battn. C.E.F.

(2) CHARGE SHEET.

No. 601490, Pte. Russell James Manners, a Militiaman of the 275th Battalion, Canadian Expeditionary Force, a part of the Canadian Active Militia called out for active service, is charged with:

(When on active service) "DESERTING HIS MAJESTY'S SERVICE." First Charge Sec. 12 (1)a.

in that

he, at the Exhibition Camp, Toronto, Ont., on the 18th August, 1913, absented himself from the 275th Battalion, C.E.F., and remained absent until apprehended by the Civil Police at Toronto, Ontario, on the 19th February, 1914, dressed in plain clothes.

**Here insert name of (a) Officer who investigated charge, (b) Company, etc., Commander who made preliminary inquiry into case, and (c) Officer who took down summary of evidence, (R.P. 19, B. iii.)

***To be filled in if there has been a Court of Inquiry respecting any matters connected with the charges, otherwise to be struck out.

†One copy to be sent to the President; one copy to be filed with the application for trial. In cases of desertion, a statement as to whether the prisoner was apprehended or surrendered, should be included in the summary of evidence.

Second Charge
Sec. 24 (2).

"LOSING BY NEGLECT HIS EQUIPMENT, CLOTHING AND REGIMENTAL NECESSARIES."

in that

he, at the place and the time aforesaid, was found to be deficient of the following articles:—

1 Water bottle	Value	$ .50
1 Carrier for water bottle	"	.78
1 Clothes Brush	"	.37
1 pr. Woollen drawers	"	1.00
1 Grey flannel shirt	"	1.18
1 Cardigan Jacket	"	1.45
	Total	$5.68

(Sgd.) A. N. OTHER,
Lt.-Colonel,
Commanding 275th O.S. Battalion, C.E.F.

Exhibition Camp, Toronto, Ont.
23rd February, 1914.

(3) SUMMARY OF EVIDENCE.

in the case of

No. 601490, Pte. Russell James Manners, 275th Battalion, C.E.F.

charged with

(when on active service) "Deserting His Majesty's Service."

1st Charge.
2nd Charge.

"Losing by neglect his Equipment, Clothing and Regimental necessaries."

1st Witness.

Lieutenant and brevet Captain W. H. Bell, Adjutant, 275th Battalion, C.E.F., states:

"At Exhibition Camp, Toronto, on the 18th February, 1914, a communication was received from the Officer paying Imperial Pensions, Ottawa, stating that the accused, a deserter from the 275th Battalion, C.E.F., was residing at No. 92 Shudell Ave., Toronto, and requesting that he be apprehended and proceeded against as a deserter.

"I notified the Civil police and asked them to apprehend the accused, which they did, and handed him over to an escort on the morning of the 20th February, 1914."

(Sgd.) W. H. BELL, Lt. and Capt.
Adjutant 275th Battalion, C.E.F.

2nd Witness.

No. 600633, Sergt. G. Dore, B. Co., 275th Battalion, C.E.F., states:

"At Exhibition Camp, Toronto, on the morning of the 20th February, 1914, I was ordered by the Adjutant, 275th Battalion, C.E.F., to proceed with an escort to the City Police Court for the purpose of taking over the accused who had been apprehended by the Civil Police on the night of the 19th instant, as a deserter from the 275th Battalion, C.E.F., Exhibition Camp, Toronto.

"I brought the accused to the Exhibition Camp and confined him in the Guard Detention Room. He was dressed in plain clothes."

(Sgd.) GEO. DORE, Sergt.,
"B" Co. 275th Battalion, C.E.F.

3rd Witness.

No. 602305, Sergt. F. Cox, "B" Company, 275th Battalion, C.E.F., states.

"At Exhibition Camp, Toronto, on the morning of the 20th February, 1914, I was asked to identify the accused. I recognised him as No. 601490, Pte. Russell James Manners, 275th Battalion, C.E.F., who deserted from the Exhibition Camp, Toronto, on or about the 18th August, 1913. I had not seen the accused since, until the morning of the 20th February, 1914, when asked to identify him."

(Sgd.) F. Cox, Sergt.,
"B" Co., 275th Battalion, C.E.F.

The accused declines to cross-examine the witnesses. Rule of Procedure 4 (C.D. & E.) has been complied with. The accused has no statement to make.

The evidence in connection with the second charge of "Losing by neglect, etc.," is documentary and is attached hereto, viz. (Court of Inquiry Proceedings held after 21 days absence.)

Signed at Exhibition Camp, Toronto, Ontario, this the twenty-third day of February, 1914.

(Sgd.) W. H. BELL, Lt. and Capt.,
Adjutant 275th Battalion, C.E.F.

SPECIMEN

STATEMENT AS TO CHARACTER AND PARTICULARS OF SERVICE OF ACCUSED.

.....of the.....

1. The following is a fair and true summary of the entries of the accused's name in the conduct books, exclusive of convictions by a court-martial or a civil court.

	Within last 12 months.	Since enlistment.
For.....	times.....	times.
For.....	times.....	times.
For.....	times.....	times.
For.....	times.....	times.

NOTE—If the charge is for drunkenness the entries for drunkenness must be stated separately.

or,

The accused's name does not appear in the conduct book.

2. The accused has not been previously convicted;

or,

The previous convictions of the accused by a court-martial or a civil court, are set out in the Schedule annexed to this statement.

SPECIMEN

The accused is not under sentence at the present time.

or,

The accused at the present time, is under sentence for.....
.....beginning on the.....day of.....

4. The accused has been in confinement awaiting trial on the present charges for.....
beginning on the.....day of.....

5. The accused's age is stated in his attestation paper to be.....

6. The date of his attestation specified in his attestation paper is.....
.....

7. The service which the accused is allowed to reckon towards discharge is.....

8. The accused is entitled to deferred pay in respect of.....
year's service.

9. The accused is in possession of, or entitled to, no military decoration or military reward which the Court can forfeit [*or* is in possession of or entitled to.]

10.

11.

[*Note.—If any matter in any of the above paragraphs cannot be stated from the regimental books the paragraph must be struck through.*]

The above statement [with the schedule of convictions] is read, is marked ....., signed by the president, and annexed to the proceedings.

SPECIMEN

SCHEDULE OF CONVICTIONS, BY A COURT-MARTIAL OR CIVIL COURT, OF ACCUSED.

Rank, Name and Regimental Number.....of the.....

NOTE.—A verbatim extract from the regimental books, stating the convictions, must be inserted.

Description of Court by which Tried	Date and Place of Trial	Charges upon which convicted	Sentence of the Court	Punishment remitted

[Continued overleaf]

Description of Court *by which Tried*	Date and Place *of Trial*	Charges upon which Convicted	Sentence of the Court	Punishment remitted

I hereby certify that the foregoing Schedule of convictions is a true extract from the regimental books in my custody.

Signed this.....day of..... .....

SPECIMEN

A

FORM OF PROCEEDINGS FOR GENERAL, DISTRICT AND REGIMENTAL COURTS-MARTIAL.

All printed matter not applicable to the case should be struck out and initialed by the President.

Proceedings of a Court-Martial held at

on the day of 19 by order of

Commanding

dated the day of 19

President.

Members.

Trial of*

At o'clock the Trial commences.

(1) The order convening the Court is read, and is marked "X" signed by the president and attached to the proceedings.

[The order appointing.....and

.....members of the Court is read, marked "X 2," signed by the president, and attached to the proceedings.]

The charge-sheet and the summary of evidence are laid before the Court.

The Court satisfy themselves as provided by Rules of Procedure 22 and 23.

(2)

appears as prosecutor, and takes his place.

The above named person, the accused, is brought before the Court.

.....appears as counsel for the accused.

The names of the president and members of the Court are read over in the hearing of the accused, and they severally answer to their names.

Do you object to be tried by me as president, or by any of the officers whose names you have heard read over?

Question by the President to the accused.

Answer by accused.

(N.B.—If objection is made it should be recorded, together with the decision of the Court, on a separate sheet.)

*Here insert No., Rank, full Name, Battalion and Regiment, and appointment (if any).

B

The president and members (and judge-advocate) are duly sworn.

The following officers under instructions are duly sworn.

CHARGE SHEET

(3) The charge-sheet is signed by the president, marked "B 2" and annexed to the proceedings.

Instruction. If the accused has elected to be tried under Army Act, sec. 46 (3) the fact should be here recorded.

The accused is arraigned upon each charge in the above-mentioned charge-sheet.

Question to the accused. Are you guilty or not guilty of the [first] charge against you, which you have heard read?

Answer.

Question. Are you guilty or not guilty of the second charge against you, which you have heard read?

Answer.

Question. Are you guilty or not guilty of the third charge against you, which you have heard read?

Answer.

The accused having pleaded Guilty to charge, the provisions of Rule of Procedure 35 (B) are here complied with.

Instruction. If the trial proceeds upon any charge to which there is a plea of "Not Guilty," the Court will not proceed upon the record of a plea of "Guilty" until after the finding of those other charges, such finding being recorded on Sheet E.

C

PROCEEDINGS ON PLEA OF NOT GUILTY

(5) (If the prosecutor makes an address.) The prosecutor makes the following address [or, if the address is written, hands in a written address, which is read, marked , signed by the president, and attached to the proceedings.]

The prosecutor proceeds to call the witnesses.

First witness for Prosecution

being duly sworn, is examined by the prosecutor.

C2

C

PROCEEDINGS ON PLEA OF GUILTY.

(4). *[The Court having been re-opened, the accused is again brought before it, and the charge to which he has pleaded "Guilty" read to him again.]

*To be struck out in case no plea of "Not Guilty" has been proceeded with.

The accused

is found Guilty of

*The summary of evidence is read, marked , signed by the president, and attached to the proceedings.

Do you wish to make any statement in mitigation of punishment?

Question to the accused.

The accused in mitigation of punishment says:—

Answer.

[or hands in a written statement, which is read, marked , signed by the president, and attached to the proceedings.]

---

*If there *is no summary* of evidence, sufficient evidence to enable the Court to determine the sentence, and to acquaint the confirming officer with the facts of the case will be taken on a separate sheet in the same manner as on a plea of "Not Guilty."

Instruction.

If from the statement of the accused, or from the summary or abstract of evidence or otherwise, it appears to the Court that the accused did not understand the effect of his plea of "Guilty," the Court shall alter the record, and enter a plea of "Not Guilty," and proceed with the trial accordingly.

Question to the accused. Do you wish to give evidence yourself or to call any witnesses as to character?

Answer.

Evidence as to character.

The prosecution is closed.

DEFENCE.

Do you apply to give evidence yourself as a witness? — *Question to the accused.*

Answer.

Do you intend to call any other witness in your defence? — Question.

Answer.

Is he a witness to character only? Answer. — Question.

(7) [If the accused gives evidence himself, but calls no other witness to the facts of the case, his evidence will now be taken on a separate sheet.]

(6 and 7) *[The prosecutor addresses the Court upon the evidence for the prosecution (and the evidence of the accused) as follows:—

(or hands in a written address, which is read, marked , signed by the president, and attached to the proceedings.)]

† (6, 7 and 8) Have you anything to say in your defence? — Question to the accused.

The accused in his defence says:— — Answer.

[or hands in a written address, which is read, marked , signed by the president, and attached to the proceedings.]

---

*If the accused calls other witnesses to the facts of the case, whether he himself gives evidence or not, this paragraph will be struck out, and the course laid down in R. P. Appendix II (8) will be followed. — Instruction.

†The question will always be asked, whether the accused has given evidence or not.

D 2

The accused calls the following witnesses *[as to character

First witness for the defence *[as to character.]

accused being duly sworn, is examined by the

*If the witnesses are called, excepting as to character, these words are to be struck out.

E

FINDING.*

(10) The Court is closed to consider their finding.

(10 and 11) The Court find that the accused

PROCEEDINGS ON CONVICTION before Sentence.

(12) The Court being re-opened, the accused is again brought before it.

is duly sworn. Evidence of character, &c.

Have you any evidence to produce as to the character and particulars of service of the accused? Question by the president.

Yes. I produce a statement as to the character and particulars of service of the accused. Answer by the witness.

The above statement (with the schedule of convictions) is read, marked , signed by the president, and annexed to the proceedings.

Is the accused the person named in the statement which you have heard read? Question.

Answer.

Have you compared the contents of the above statement with the Regimental books? Question

Answer.

Are they true extracts from the Regimental books, and is the statement of entries in the conduct sheet a fair and true summary of those entries? Question.

Answer.

Cross-examined by the accused.

[Instruction—If by reason or the nature of the service of the accused in a departmental corps, or otherwise, the finding of the court renders him liable to any exceptional punishment in addition to that to be awarded by the court (for instance, forfeiture or reduction of corps pay) the prosecutor must call the attention of the court to the fact, and the court must inquire into the nature and the amount of such additional punishment.]

Do you wish to address the Court? Question to the accused.

The Court is closed for the consideration of the sentence. Answer by the accused.

*To be omitted, except in cases of a plea of Not Guilty having been proceeded with.

F

SENTENCE

Sentence.

The Court sentence the accused,

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